



Version 6.2

Introduction

EZ Test allows you to quickly create a customized test using the publisher's supplied test banks or your own questions. You decide the number, type and order of test questions with a few simple clicks.

EZ Test runs on your computer without a connection to the Internet.



EZ Test™ for Windows and Macintosh

Windows is a trademark of Microsoft, Inc.
Macintosh is a trademark of Apple Computer, Inc.

If you are experiencing difficulties with this product,
visit McGraw-Hill Higher Education Technical Support
<http://www.mhhe.com/support>
or call the Help Desk at (800) 331-5094

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Startup and Settings

Technical requirements

Windows	Mac
Windows 2000 or better	Mac OS X 10.3.9 or better
Minimum 256 MB main memory; 512 MB recommended	Minimum 256 MB main memory; 512 MB recommended
100 MB or better free hard disk space	100 MB or better free hard disk space
Microsoft Word 2000 or better	Microsoft Word X or better
	Safari 1.3 or better

Install EZ Test

1. Insert the **EZ Test** CD into your computer CD drive.

Windows	Mac OS X
<ol style="list-style-type: none">2. Click Windows' Start button, and then select the Run option.3. Click Browse. Select your CD drive from the Look in drop-down list.4. Select InstallEZ.exe, and then click Open to begin installation.5. Follow the steps on the screen. When the installation is completed, the program will create a desktop to start the EZ Test application.	<ol style="list-style-type: none">2. Open the CD.3. Click EZ Test.pkg to begin installation.4. Follow the steps on the screen. When the installation is completed, the program will install EZ Test in your Applications folder.

EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Launch EZ Test

EZ Test will take about 30 seconds to load.

Windows	Mac OS X
---------	----------

- | | |
|--|--|
| 1. Click the EZ Test icon.
It is labeled, Start EZ Test 6.2 . | 2. Click the file, Start EZ Test .
It is in the /Applications/EZ Test folder. |
|--|--|

For both Windows and MAC OS X:

2. Create a unique user name and password. When EZ Test opens the first time, you will need to create a user name and password.
 - Read the instructions on screen.
 - Enter **OK** and click **Continue**.
 - Enter your username and click **Continue**.
 - Enter your password and click **Continue**.
 - Record your user name and password in a safe place.
 - Enter **OK** and click **Save & Start EZ Test**.

EZ Test Control Bar

When **EZ Test** opens, a browser and application control bar appears.

- You can minimize the control bar, but it must remain open while you use **EZ Test**.
- If you accidentally close your browser, use the control bar to quickly restart **EZ Test**.



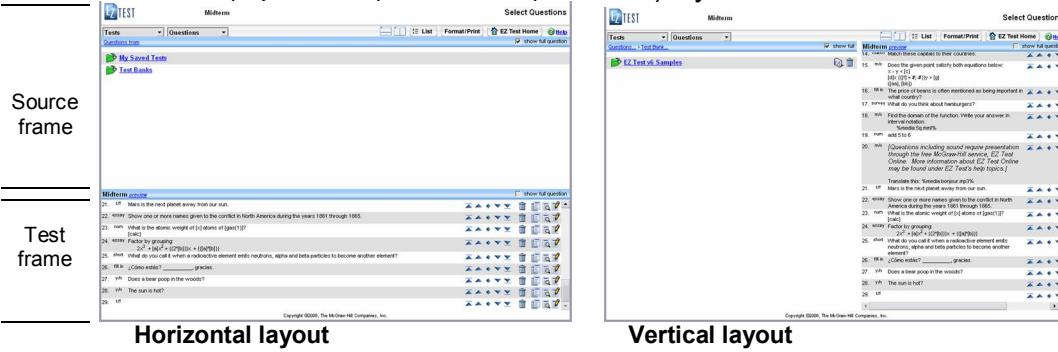
EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Set your view and layout preferences

Question layout

You can view the source questions and your selected test questions in a horizontal (top/bottom) or vertical (side/side) layout.

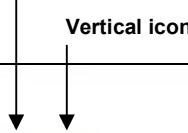


Horizontal layout

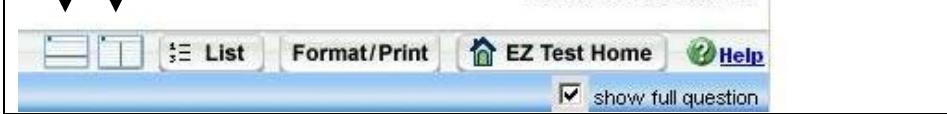
Vertical layout

- Click the icon in the upper right to select the layout.

Horizontal icon



Select Questions



Resize the test frame

You can change the size of your test frame to show more or less of the source frame.

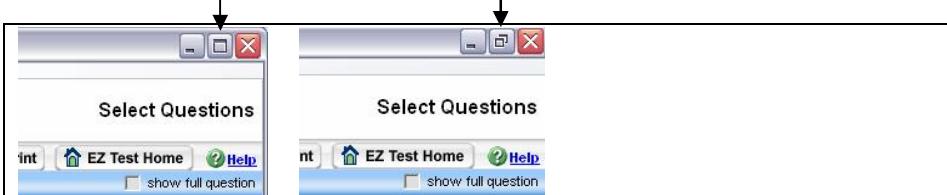
- To resize the *test frame*, rest your cursor on the *test frame* border until it turns into the double-headed arrow (\longleftrightarrow). Then click and drag the border to the size you want.

Resize the EZ Test window

- To use the full screen size, click the **Maximize** button.
- To use a smaller screen size, click the **Restore** button. This returns to the window to its previous size and location.

Maximize button

Restore button

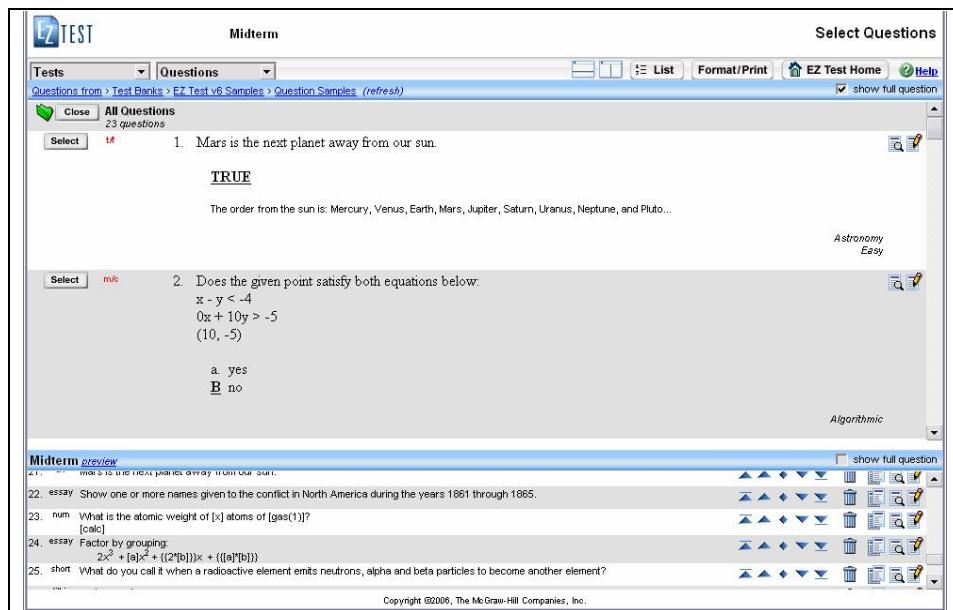


EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Question view

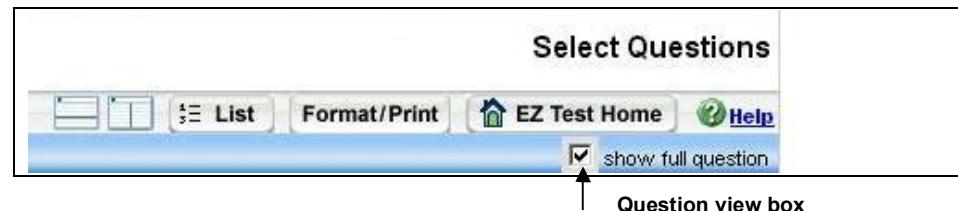
You can view the question stem by itself, or the question with its answers, pictures, formulae, and embedded computations.



Full question view

The default setting is to view the question alone.

- Click the **show full question** checkbox in the upper right to show the full question (with the answers, pictures, formulae, and embedded computations). Click it again to show only the stem.



EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Getting help

Screen sensitive help



You can access help within **EZ Test** from the *Help* icon in the upper right corner of the screen.

This level of help provides you with procedures to complete the tasks on this particular screen.

Field sensitive help

Hot links provide explanations to help you enter correctly the information required in the text box.

- If the field name is underlined in blue, click the hot link for more information.



User Guide help

You can access this guide from anywhere within **EZ Test** by clicking on the **Help** icon, then the **Topics** button.



EZ Test Help Index

Typically there are help links at the top of every page. When field titles are highlighted, you can click on the underlined text to view context sensitive help.

[Tutorials](#)

Both the users manual and the FAQ list require Adobe Acrobat®.
Click [here](#) to download Acrobat from Adobe's internet site if necessary.

[Users Manual](#)

[FAQ's](#)

[EZ Test Home](#)

[Creating a New Test - Name Your Test](#)
[Renaming a Test](#)
[View questions in the test bank\(s\)](#)
[Edit a copy of a test](#)
[Edit a saved test](#)
[Import and Export of EZ Test tests](#)
[Building EZ Test Test Banks](#)

[Working With Tests](#)

[List of Questions](#)
[Adding Questions to a Test](#)
[Selecting Questions from Test Banks or Other Tests](#)
[Authoring New Questions](#)
[Importing a .txt file of Questions](#)
[Sorting Questions](#)
[Categorizing Questions](#)
[Multimedia Library](#)
[Add a Picture to the Multimedia Library](#)
[Add a Print Resolution Picture to the Multimedia Library](#)

The *User Guide* is listed as a hyperlink.

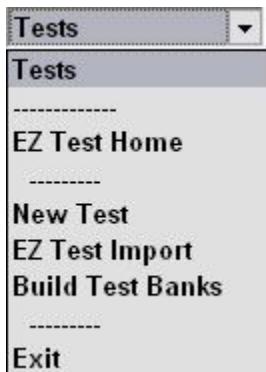
EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Navigation

There are three ways to navigate through **EZ Test**: menus, buttons, and bread crumbs.

Menus



Tests menu

The *Tests* menu is available on every EZ Test screen. This menu contains test management activities

- **EZ Test Home** opens a page listing existing tests
- **New Test** opens a page so you can build a new test
- **EZ Test Import** allows you to bring someone else's test that has been exported as a .zip file into the application so you can use it or edit it yourself.
- **Build Test Banks** bundles your tests into banks, so you can create a new test bank or add your test to an existing test bank.
- **Exit** leaves the application



Questions menu

This menu lists question creation activities.

- **New** creates a new question (13 types)
- **Select** adds questions from a test bank or your previously saved tests
- **Import** brings in questions from a text file
- **List** returns to the list of questions selected in the current test
- **Sort** reorders the sequence of the questions
- **Categorize** applies a category type to a question
- **Multimedia** manages graphics, audio files and formulae allowing you to add, preview or delete.
- **Title/Instructions** opens *Title/Instructions* edit screen
- **Format/Print** opens the *Publishing Options* screen

EZ TEST INSTRUCTOR USER GUIDE

Startup and Settings

Buttons

After you create a test, buttons provide you with shortcuts to the menu functions. These buttons are located in the upper right of the screen.



Returns to the *Select Questions* screen so you can add questions from a test bank or previously saved test.



Returns to the list of questions in the current test.



Opens the *Publishing Options* screen, where you can preview, format, and save the test.



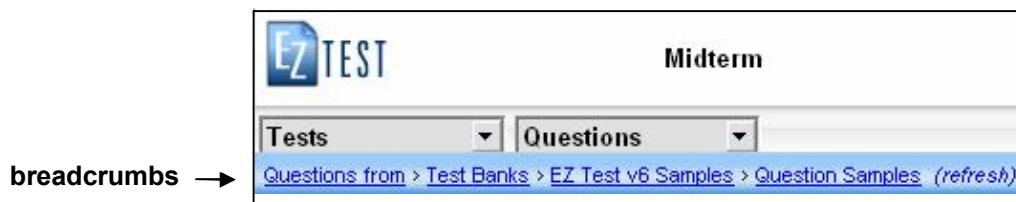
Returns to the index of your saved tests.

Bread crumbs

Some screens provide "bread crumbs" or hot links so you can quickly navigate between screens. This shows your progression through screens.

Each screen is separated by the > arrow.

- To move to any screen in the list, click the underlined screen title.



EZ TEST INSTRUCTOR USER GUIDE

Tests

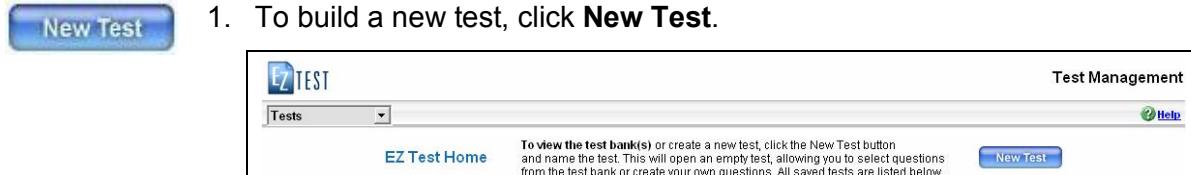
Create a new test

When you first enter **EZ Test**, you'll see the *EZ Test Home* screen.

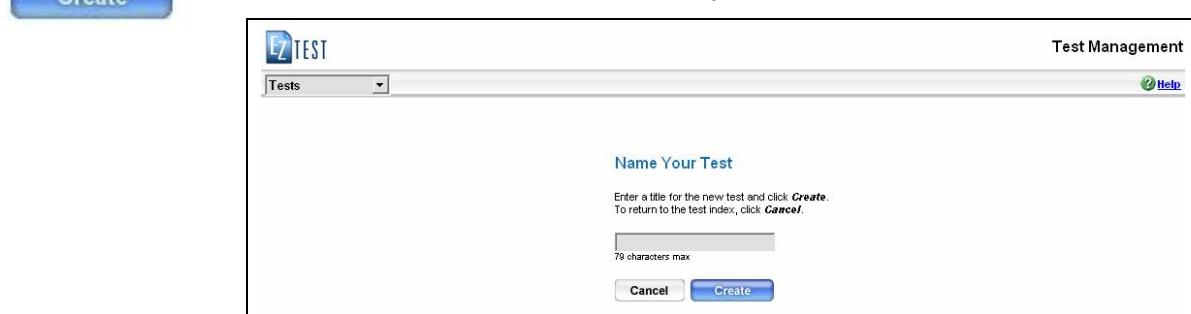
Here, you can create a new test or open previously saved tests.

If this is your first time entering a test in **EZ Test**, you will need to either create a new test (to be able to access the test banks provided by the publisher) or import a test (if you have been given a .zip file containing an **EZ Test** test).

1. To build a new test, click **New Test**.



2. Next, enter a descriptive name for your test and click **Create**.



- To return to the *EZ Test Home* screen without naming your test, click **Cancel**.

Clicking **Create** will open your new, empty test on the *Select Questions* screen. From there you can select questions to add to your test from the test bank provided, or create your own.

When you return to the program later, your new test will be listed alphabetically on the *EZ Test Home* screen.

EZ TEST INSTRUCTOR USER GUIDE

Tests

Open a test bank

After you have named your test, you can add questions from a test bank supplied by the publisher.

1. On the **Select Questions** screen you will see a list of available test banks.

The screenshot shows the 'Select Questions' screen of the EZ Test software. At the top, there are dropdown menus for 'Tests' and 'Questions'. Below them is a breadcrumb navigation bar: 'Questions from > Test Banks'. The main area displays a list of test banks with icons and names: Bowerman, Brewer, EZ Test v6 Samples, Maurice, and Puntos 7e. To the right of each name are three small icons representing different actions or status. A large green arrow points from the left towards the screenshot.

2. Click the **Open** icon or the **underlined title** to open the test bank. The chapter headings display.
3. Click the **Open** icon or the **underlined chapter title** to view the available test questions.

Select a different test bank

To choose a different test bank or chapter, click the **Test Banks** link in the bread crumbs list.

The screenshot shows the 'My Test' screen of the EZ Test software. At the top, there is a logo and the word 'My Test'. Below it is a navigation bar with 'Tests' and 'Questions' dropdown menus. Underneath the dropdowns is a breadcrumb navigation bar: 'Questions from > Test Banks > Brewer > 12 - Capital Budgeting Decisi... (refresh)'. An upward-pointing arrow is positioned to the left of the breadcrumb bar.

By default EZ Test takes you to the pre-authored question Test Banks folder when creating a new test. If you wish to select questions from your own previously saved tests, click the **Questions from** link in the bread crumbs list. Then click **My Saved Tests** to access questions from your previously saved tests.

The screenshot shows a close-up of the 'Questions from' menu. It includes a 'My Saved Tests' link with a green folder icon and a 'Test Banks' link with a blue folder icon. A horizontal double-headed arrow is placed between the two links.

EZ TEST INSTRUCTOR USER GUIDE

Tests

Open a saved test



- 1. To open a test, on the *EZ Test Home* page click the **edit test icon** on the line with the test title.

The screenshot shows the EZ Test Home interface. At the top, there's a navigation bar with 'EZ TEST' and 'Test Management'. Below it, a dropdown menu says 'Tests'. A main area displays a list of tests: 'EZ Test Home' and 'Midterm'. A blue arrow points upwards from the bottom of the 'Midterm' entry towards its title. To the right of the list are several icons for managing tests: New Test, Delete, Copy, Paste, Find, and Edit.

- You can also click the test **title**.

The *Test Editing* screen shows the questions currently selected for the test.

The screenshot shows the Test Editing screen for the 'Midterm' test. The interface includes a toolbar with 'Tests' and 'Questions' dropdowns, and buttons for 'show full question', 'Select', 'Format/Print', 'EZ Test Home', and 'Help'. The main area displays 12 questions:

1. **mcq** Choose planets from the list below...
2. **mcv** It is estimated that 750 GT of carbon resides in the atmosphere and that another 5000 GT is stored in the Earth as fossil fuels. If [x]% of the total fossil fuel carbon is combusted and released into the atmosphere, what would be the percentage increase for carbon in the atmosphere?
3. **mcv** Simplify the expression. Write your answer with positive exponents only.
%
2.9 mm/s
4. **mcv** Which of the following has(have) the same electron configuration as Ne?

Na ⁻	Mg ²⁺	O ²⁻	Mg ⁺
-----------------	------------------	-----------------	-----------------
5. **rank** Order these event in chronological order with the oldest first...
6. **num** A triangle has a hypotenuse of length $((\sqrt{([a]^2)+([b]^2)})\#\#\#)$ and a side of length [b], what is the length of the other side?
7. **mcv**

Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu
Carbon Dioxide	44.0 amu
8. **fill in** $\underline{\hspace{2cm}}$ students (student/s) hay en la clase?
9. **mcv** Which of the following is a true statement?
10. **num** What is the circumference of a circle of radius [r] centimeters?
11. **match** Match these capitals to their countries:
12. **mcv** Does the given point satisfy both equations below:
 $x + y = [c]$
 $[d]x - ([f] + #, #)y > [g]$
 $([aa], [bb])$

- If you have selected a test that has not been populated with questions, click the **Select** button to go to the *Select Questions* screen and add questions from a test or test bank, or choose **New** from the *Questions* menu to create your own questions.

Select questions

The *Select Questions* screen shows the available questions from the test bank or saved test, and allows you to add them to your test. You can add questions one-at-a-time, or you can allow **EZ Test** to select a set of questions at random.

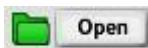
To get to this page

- If you have just created a new test, follow the instructions for *Open a Test Bank*.
- If you have opened an existing test and are on the *List* screen, click the **Select** button and follow the instructions for *Open a Test Bank*.

EZ TEST INSTRUCTOR USER GUIDE

Tests

One at a time



1. Click the **Open** button next to the folder icon (or click the **Folder icon**) to view the available questions of a particular question type, or **All Questions**.

The screenshot shows the 'Select Questions' screen for a test titled 'My Test'. The 'Questions' dropdown is set to 'All Questions'. On the left, a list of question types is shown with their counts: All Questions (23), Check All That Apply Questions (1), Essay Questions (2), Fill In The Blank Questions (3), Matching Questions (1), Multiple Choice Questions (8), Numeric Response Questions (4), Ranking Questions (1), and Short Answer Questions (4). To the right of each category, there is a 'select [] questions at random.' input field and a 'Go' button. At the bottom, a message says 'No questions...'.



- To view the entire list of available question types in this test, click **All Questions**.
- 2. To add a question to your test, click the **Select** button to the left of the question.

The screenshot shows the 'Select Questions' screen for a test titled 'My Test'. A question from the 'All Questions' category is selected, showing its type (t/f) and text: '1. Mars is the next planet away from our sun.'. Below the question, there are several other questions listed with their types and text. At the bottom, there is a table with columns for Na⁻, Mg²⁺, O²⁻, and Mg⁺. The table contains rows for Gas, Molecular Mass, Nitrogen, Oxygen, Hydrogen, and Fluorine. To the right, there are edit and search icons for each question.

The question you selected will appear in the *test frame*.

EZ TEST INSTRUCTOR USER GUIDE

Tests

The screenshot shows the 'My Test' interface. The top navigation bar includes 'Tests', 'Questions', 'List', 'Format/Print', 'EZ Test Home', and 'Help'. Below the navigation is a breadcrumb trail: 'Questions from > Test Banks > EZ Test v6 Samples > Question Samples (refresh)'. A 'show full question' checkbox is also present.

Source frame: This section contains a list of questions:

- 1. Mars is the next planet away from our sun. (t/f)
- 2. Does the given point satisfy both equations below:
 $x - y < [c]$
 $[d] < [(f_1 + \#, \#)]y > [g]$
([aa], [bb]) (m/e)
- 3. Which of the following has(have) the same electron configuration as Ne? (m/e)
Na⁺ Mg²⁺ O²⁻ Mg⁺
- 4. (m/e)

Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu

Test frame: This section shows a preview of the test with selected questions highlighted in red:

My Test [preview](#) show full question

Instructions: no instructions defined [Edit Instructions or Test Title](#)

1. **t/f** Mars is the next planet away from our sun.

Icons for deleting, duplicating, previewing, and editing are located at the bottom right of the test frame.

When you return to the available questions at a later date, in the *source frame* the selected question type identifier appears in a red font. This indicates that the question is included in the current test.



Select **t/f** 1. Mars is the next planet away from our sun.

Optionally you can:

- Check the **show full question** box to view the test question and answers.
 - Use the icons in the *test frame* to delete, duplicate, preview, or edit the individual questions or change the question sequence.
 - You can use the **preview link** in the *test frame* to preview the entire test.
3. Click the **Close** button to the right of the folder icon (or the **folder icon** itself) in the *source frame* to close the open list of available questions.

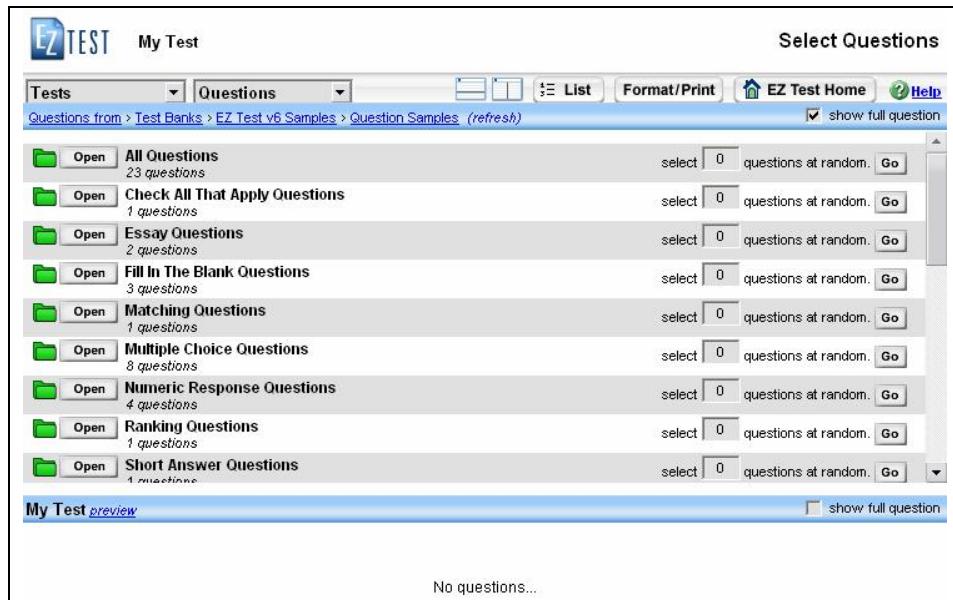


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Tests

Random questions

You can add randomly selected questions from a test bank or saved test to your test from the *Select Questions* screen.

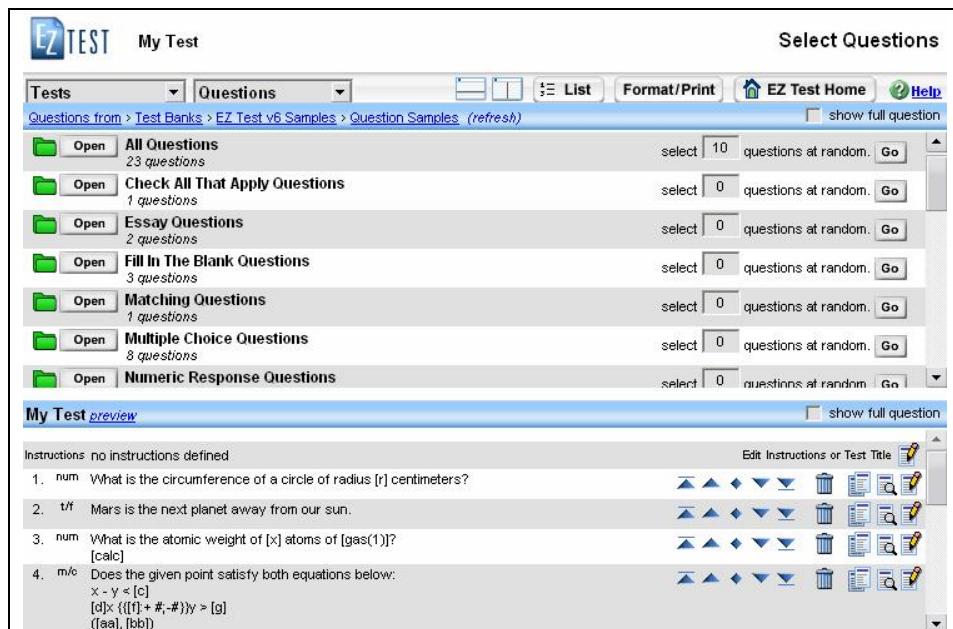


1. To select random questions, type the number of questions you want to add to your test in the **select** box.

select questions at random. **Go**

2. Click **Go**.

EZ Test will warn you that, if you have previously selected questions from this group, it is possible that random selection may introduce duplicates. Click **OK** to dismiss the warning.



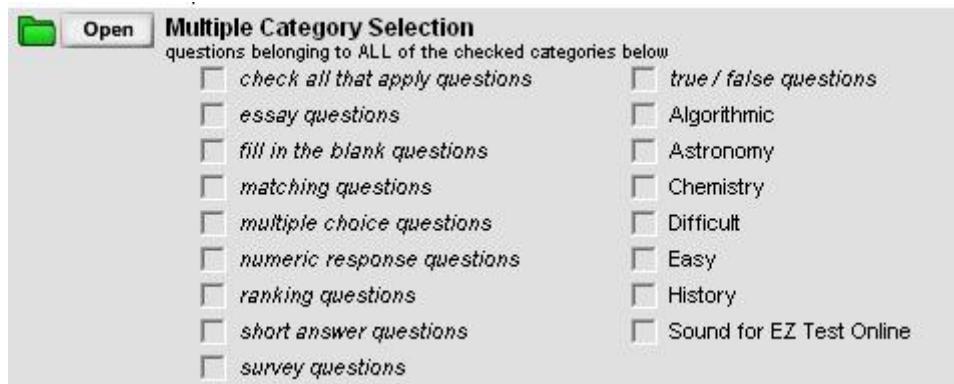
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Tests

The questions appear in the *test frame*. If you have previously selected questions from the group from which the random questions were selected, check for duplicate questions in the test frame (as warned).

multiple category selection

When a test bank chapter has content-specific categories defined, there is a special multiple category selection option. This option will list each category in the test with an associated checkbox.



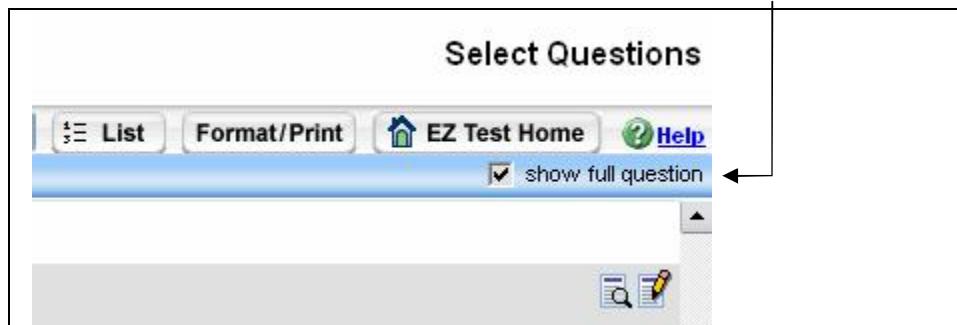
You can check one or more of the boxes, however keep in mind that any given question must meet ALL of the checked criteria to be selected. For example, you could click on the two checkboxes difficult and multiple choice to select difficult multiple choice questions, because a given question may be both difficult AND multiple choice. However, clicking on the checkboxes true-false and essay question will result in no questions being selected since any given question will never be BOTH true/false and essay at the same time.

Show the full question

This option allows you to view the entire question, including the correct answer and any graphics, formulae, or equations (instead of their coded references or "tags").

You can view the selection in the *source frame* and/or *test frame*. Most users view the entire question and answers in the *source frame* and only the stem in the *test frame*.

- To view the entire question, click the **show full question** box.

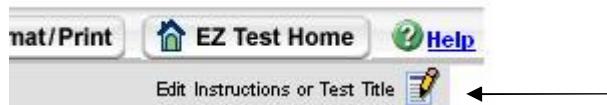


- Click the box again to view only the test question stem.

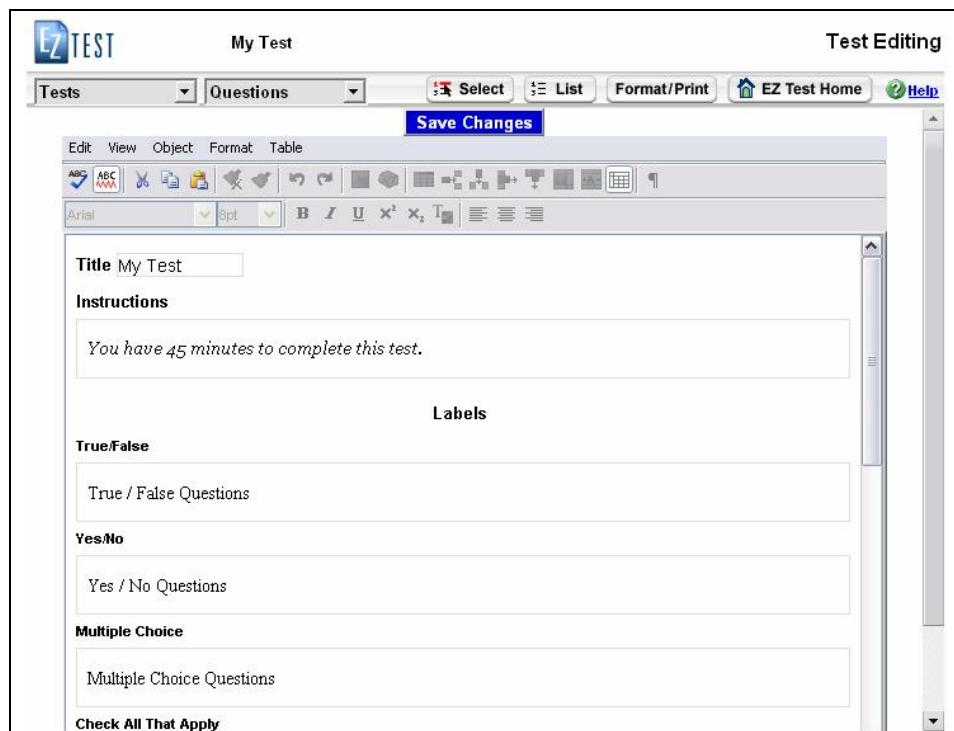
Add instructions and question labels for an entire test

You can change the name of your test, add student instructions for the entire test and/or labels to be printed above each type of question.

1. Click the **Edit Instructions or Test Title** icon in the *test frame*.



The *Title/Instructions* edit screen appears.



- You can also access this screen by selecting **Title/Instructions** from the **Questions Menu** OR by clicking the **Title/Instructions** button on the *Publishing Options* screen.

Change the name of the test

1. To change the name of your test, edit the name in the *Title* box. This new name will appear in the list of your saved tests (and on the top of the printed test).
2. Click **Save Changes**.

Add instructions

1. Enter or edit the student instructions for the entire test in the *Instructions* box.
2. Click **Save Changes**.

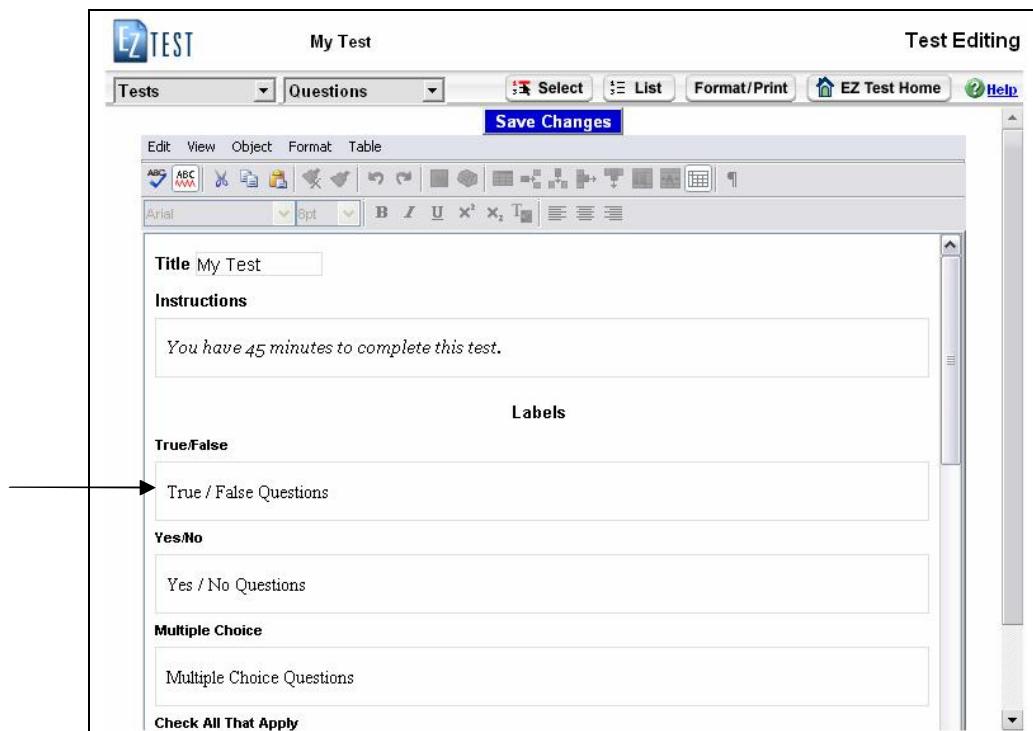
NOTE: Any Font changes made to the text in the Instructions text box using the Rich Text Editor will override – for this text only – the test's default font selection chosen on the *Publishing Options* screen. See the *Publishing Options* section of this guide for more information on changing the test's global font.

- To continue writing or adding questions to your test, click the **Select** button to return to the selection page.

Add question labels

You can designate the text labels that will print as headings above the question types on the test.

1. Enter a label for the question type in the text box.



2. Click **Save Changes**.

- To print the labels on the test, you must check the **Labels** box on the *Publishing Options* screen (accessed from the **Format/Print** button). When you click the *Labels* box, you will be warned that your test must be sorted by *Question Type* in order for this feature to work properly (See *Sort the Questions*.)

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Tests

Publishing Options

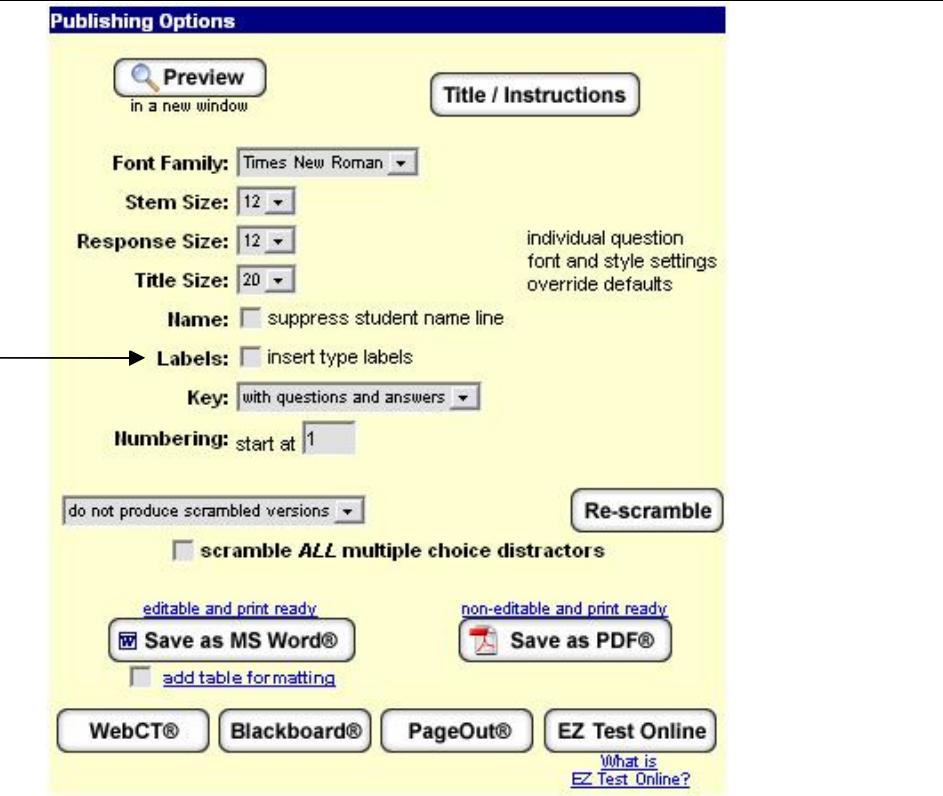
in a new window

Font Family: Times New Roman Stem Size: 12 Response Size: 12 Title Size: 20
Name: suppress student name line individual question font and style settings override defaults
Labels: insert type labels
Key: with questions and answers
Numbering: start at 1

do not produce scrambled versions
 scramble ALL multiple choice distractors

editable and print ready non-editable and print ready
 Save as MS Word® Save as PDF®
 add table formatting

[What is EZ Test Online?](#)



Import a test

You can import a test that has been exported from **EZ Test** as a .zip file. You can also import an EZ Test Bank Archive Download, Blackboard 6 XML Archive, Exam View 4 XML files. See step 3 below for more information regarding the file formats.

1. Click the **Tests** menu and select **EZ Test Import** from the list.

EZ TEST Test Management

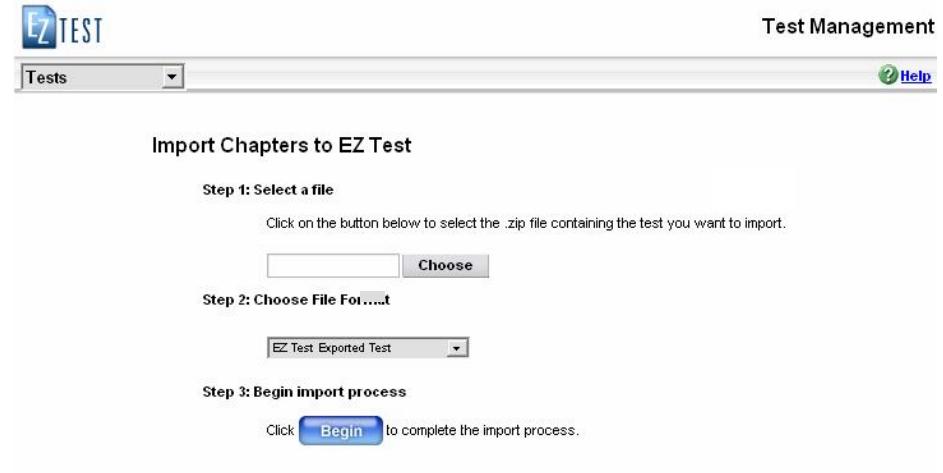
Tests [Help](#)

Import Chapters to EZ Test

Step 1: Select a file
Click on the button below to select the .zip file containing the test you want to import.

Step 2: Choose File For.....

Step 3: Begin import process
Click to complete the import process.



2. In the **Select a file** field, click **Browse** to locate and choose the file.

EZ TEST INSTRUCTOR USER GUIDE

Tests

3. Choose the file format. Click on the drop-down arrow and make your selection.

Step 2: Choose File Format



- Choose **EZ Test Exported Test** to import a file created in EZ Test.
- Choose **EZ Test Bank Archive Download** to import a McGraw-Hill multi-chapter archive you have downloaded from the McGraw-Hill web site. These questions will be available from the *Test Banks* folder within EZ Test.
- Choose **EZ Test XML Archive** to import a file created in XML. This format is used internally by McGraw-Hill.
- Choose **Blackboard 6 XML Archive** to import a .zip file exported from Blackboard. The imported content will be available in the *My Saved Tests* folder within EZ Test.
- Choose **Exam View 4 XML File** to import a .zip file exported from Exam View. The imported content will be available in the *My Saved Tests* folder within EZ Test.

NOTE: Not all Blackboard and ExamView content may import directly into EZ Test. This is a new feature which will gradually be enhanced and provided via periodic EZ Test updates.

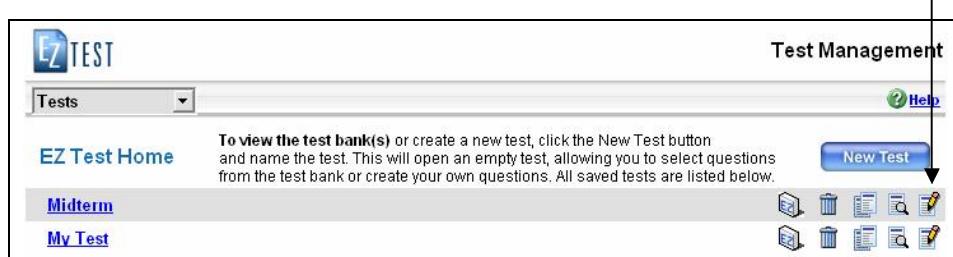
4. Click **Begin** to import the file.
5. When finished, you are returned to the *EZ Test Home* screen. Click **Tests** and select your imported bank from the list.
 - EZ Test can import b90+ Blackboard 6 XML Archive files and Exam View 4 XML. Currently only multiple choice, true/false, yes/no, essay, fill in the blank and matching questions can be imported.

Edit a saved test

You must be on the *EZ Test Home* screen.



1. Click the **Edit test icon** on the line with the title.



- You can also click the **underlined title**.

The *Test Editing* screen shows your selected test questions.

EZ TEST INSTRUCTOR USER GUIDE

Tests

The screenshot shows a software window titled "EZ TEST" with a sub-titile "Midterm". The main area displays a list of 12 questions. Each question has a type indicator (e.g., "num", "m/c", "t/f"), a text description, and a set of "Test Editing" icons to its right. Question 6 contains a table of molecular masses for various elements. The "Test Editing" icons include: up arrow, diamond, down arrow, trash can, duplicate, preview, edit, and help.

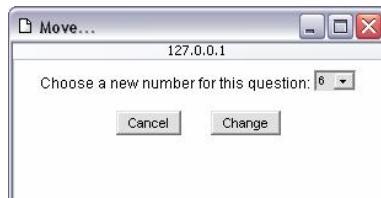
Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu
Carbon Dioxide	44.0 amu

- Click the **icons** to edit the individual questions, change the question sequence, or remove the question from the test.

Test Editing icons

- Moves the question to the first position in the list.
- Moves the question up one position in the list.
- Moves the question to arbitrary position in the list.
- Moves the question down one position in the list.
- Moves the question to the last position in the list.
- Deletes the question from this test.
- Duplicates the test question.
- Opens a preview of the question in a new window.
- Edits or formats the currently selected question.

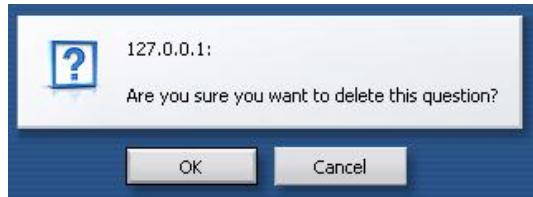
- To change the order of the questions, use the **arrow icons**.
- To specify an arbitrary position for a question, click the **arbitrary position icon**. The *Move* dialogue box will open.



Select the new position number from the drop down menu and click **Change**. The question will be highlighted in yellow and appear in its new position in the list.



To remove the question from the test, click the **delete question icon**. The dialogue box prompts you to verify your action.



To duplicate the question for later editing, click the **duplicate question icon**. The question is added and highlighted on the *Test Editing* screen.

The screenshot shows the 'My Test' section of the EZ Test software. The toolbar includes 'Tests', 'Questions', 'show full question', 'Select', 'Format/Print', 'EZ Test Home', and 'Help'. Below the toolbar, instructions state 'You have 45 minutes to complete this test.' A list of questions is displayed:

1. num What is the circumference of a circle of radius [r] centimeters?
2. tf Mars is the next planet away from our sun.
3. num What is the atomic weight of [x] atoms of [gas(1)]? [calc]
4. num What is the atomic weight of [x] atoms of [gas(1)]? [calc]
5. m/b Does the given point satisfy both equations below:
 $x - y < [c]$
 $[d]: ({[f]} + #,-#)y > [g]$
([aa],[bb])

On the right side of the list, there are four rows of icons for moving questions up and down, deleting them, and viewing them in preview mode. The fourth question in the list is highlighted with a yellow background, indicating it has been selected or is being edited.



To check the formatting of the question as it will appear in the test, click **preview question icon**. A *Preview* window will open displaying the full question. Click **Close Window** to return to the list of questions.

The screenshot shows a 'Preview' window with the title '127.0.0.1'. It contains the following text:

What is the circumference of a circle of radius
1 centimeters?

6 cm

To get circumference, you multiply the
radius by 2π .

At the bottom of the window, it says 'Algorithmic' and 'EZ - Question Samples... #15'.



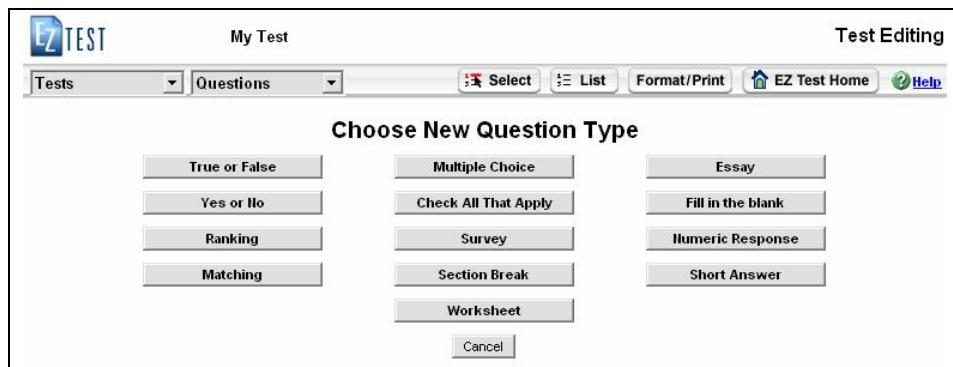
To edit the question, click the **edit question icon**.

Create/Edit Test Questions

Write your own questions

There are two methods of creating a new question within EZ Test. The first, outlined below, is accessed from outside of the question editing mode. In other words, if you are not editing a question directly and need to add a new question to your test, follow the instructions below. The second method is used while you are editing a question and is described in the Question Editing Navigation Bar section that follows.

1. From the Questions menu, select **New**. The *Choose New Question Type* screen appears.



2. Select the type of question you want to author from the menu list.

A new screen template with fields for the question type opens.

TIP: If you plan to include one or more sets of instructions that apply to a series of test questions, it will save time to create each set of instructions in a *Section Break* record before creating the questions that belong under it in the test. See the *Adding Section Headings* section for how to do this.

3. Complete the fields on the screen. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

For examples of specific question types, see the corresponding question type sections that follow.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Question Editing Navigation Bar



While you are creating new or editing existing test questions the Question Editing Navigation Bar will appear just above the question editing box. Within this bar the question number you are currently editing appears in the left side drop down menu.

Question #2 ▾

Displays the current question number you are editing. Jump to another question by selecting it from this drop down menu.

<< Previous

Click **Previous** to view the question positioned before this one.

Next >>

Click **Next** to advance to the next question in the sequence.

Revert

Click **Revert** to revert the question back to its original state before you began editing it.

Preview

Click **Preview** to see how the question will look when printed.

Categorize

Click **Categorize** to open the Categories shortcut window to assign the question to an existing category or create a new category without having to switch to the main Categorize screen.



Check the box next to the category to assign the question to an existing category (or categories).

To assign the question to a new category:

1. Type the name of the new category into the text field next to the Add New button and click **Add New**.



2. The new category ("My Category" in this example above) is added to the category list, your question is automatically assigned to the new category and it is highlighted in yellow indicating it is a newly added category.

Click **New** to save the current question and create a new question of the type selected in the question type drop down menu. The new question will be inserted into the test directly after the question you were editing.

*Note: You can not add a new question to your test by selecting **New** from the **Questions** menu while you are editing a question. You must use the **New** button and question type drop down on the Question Editing Navigation Bar.*

Global Test Question Definitions

Question

This is the trunk or entire test question. This is the initial text box in each question edit screen.

Besides text, you can include pictures, special characters, and random variables, and HTML formatting items using the *Object* menu or the toolbar in the Rich Text Editor.

Followup

Followup questions ask the student for elaboration on the original question. Example: If yes, why?

Answer(s)

Possible answers to the question.

Explanation

This option allows you to provide an explanation on the answer key.

You may choose to include the correct answer and/or an optional explanation of the question and the intended student response.

References

Questions and Section Breaks can be tied together logically using references. Typically, this feature is used to allow a graphic or reading passage to precede a set of associated questions. **EZ Test** uses the reference field to maintain this association.

- **References** should be a unique string of characters and placed in the *Is Reference* field of the Section Break and each associated question's *Uses Reference* field. When **EZ Test** sorts or scrambles questions, it keeps questions with common references together preceded by the section break.

Note: When scrambling questions, section breaks which are references, yet have no questions in the test referencing them, will not be included when the test is previewed or saved.

- **Long** is an optional checkbox that allows you to specify that a question is permitted to span pages on output. That is, if you create a question that is longer than 1 printed page, this checkbox MUST be checked or else the output pagination will not be correct and may result in a question flowing off the page and loss of information on the test.
- **Page** is an optional field that may be used to indicate on which textbook page(s), a particular question's subject matter is discussed. This field is only displayed in the answer key.

EZ TEST INSTRUCTOR USER GUIDE

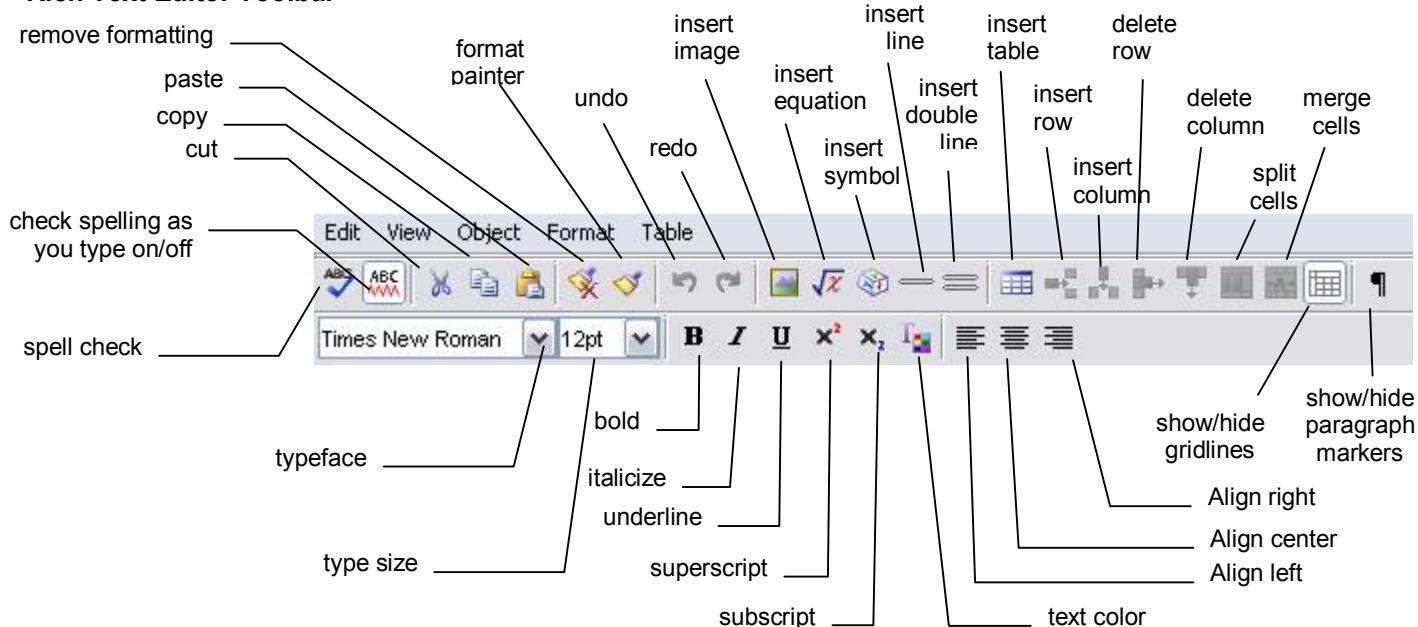
New Test Questions

Question Formatting

EZ Test uses an intuitive, easy-to-use Rich Text Editor interface that is similar to popular word processing applications.

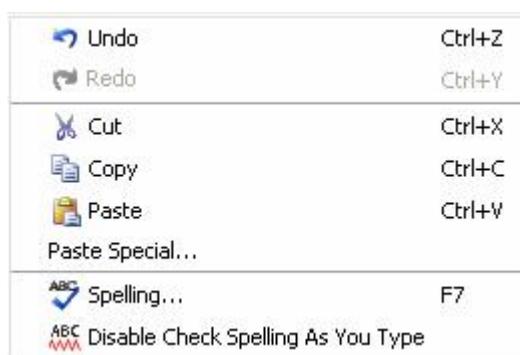
The new interface allows you to easily undo and redo changes, cut, copy and paste text; modify font, font size and font color; make your text bold, italic or underline; use superscript and subscripts; remove formatting; and insert images, equations, symbols, lines and tables.

Rich Text Editor Toolbar



Besides the toolbar functions, the pull-down menus provide additional options and display any keyboard shortcuts available.

Edit menu



Undo (or Ctrl+Z) allows you to undo your last change.

Redo (or Ctrl+Y) allows you to redo a change that was undone.

Cut (or Ctrl+X) cuts any selected text to the clipboard.

Copy (or Ctrl+C) copies any selected text to the clipboard.

Paste (or Ctrl+V) pastes what is currently in the clipboard into the question editing screen at the cursor position. (**NOTE:** You can not paste images from Word documents or other programs into EZ Test.)

Paste Special... Depending on what type of text is currently in the clipboard, it allows you a few choices on how the text will be inserted. (**NOTE:** Even though you can select options, EZ Test automatically pastes text into your question based on the format it is currently within the clipboard. For example, if you copied text from a web page, it will automatically be pasted into EZ Test as “Styled HTML (inline)”. If the text in the clipboard is plain text, it will automatically be pasted into EZ Test as plain text.)

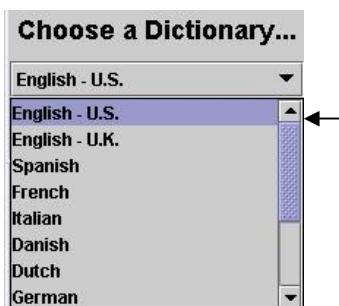
Spelling... (or F7) checks the spelling in the current question.

Check Spelling As You Type – this feature by default is set to on. Any misspelled words are underlined in red as you type. To turn this feature off, click the toolbar button or select this option from the Edit menu.

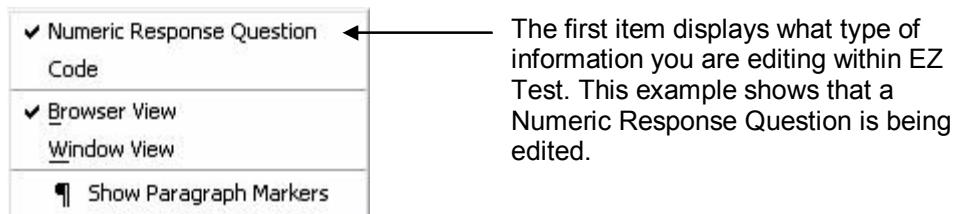
Changing Spelling Dictionaries

By default EZ Test is setup to use the U.S. English spelling dictionary. You can change the language of the dictionary you wish to use by following the below steps.

1. Exit EZ Test Completely
2. Locate the “**dictionary.jar**” file.
Windows users will find this file in the
C:\McGraw-Hill\EZTest\webapps folder.
Mac users will find this file in the home folder
3. Once you’ve located the “**dictionary.jar**” file, select the file and delete it.
4. Next, locate the directory where EZ Test is installed.
Windows users this is **c:\McGraw-Hill\EZTest**.
Mac users this is **/Applications/EZTest**.
5. Within this directory locate the file named “**ChangeDictionary.jar**”
6. Double click this file to launch the *Change Dictionary* utility program.
7. The **Choose a Dictionary...** dialogue box will appear.
8. Select the language you wish to use for the spelling dictionary and click **OK**.
9. The next time you launch EZ Test the new spelling dictionary will be loaded and used.



View Menu

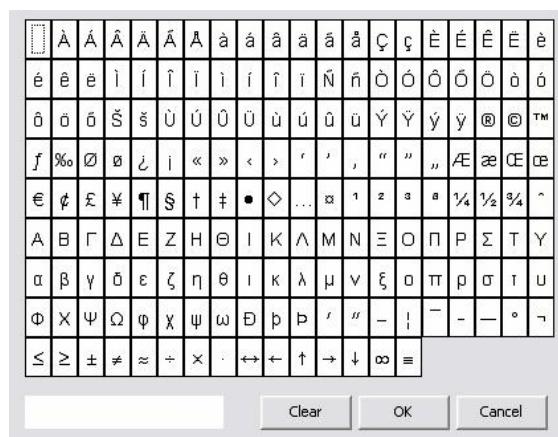


Code vs. Question WYSIWYG view – To view the actual XHTML code behind what you are seeing select “Code” from the View drop down menu.

Browser View vs. Window View – Browser view is the default setting allowing you to edit your question within the EZ Test framework page. Window view opens the question editor in a new browser window.

Show Paragraph Markers – Provides visual feedback where paragraph and line breaks are within your question.

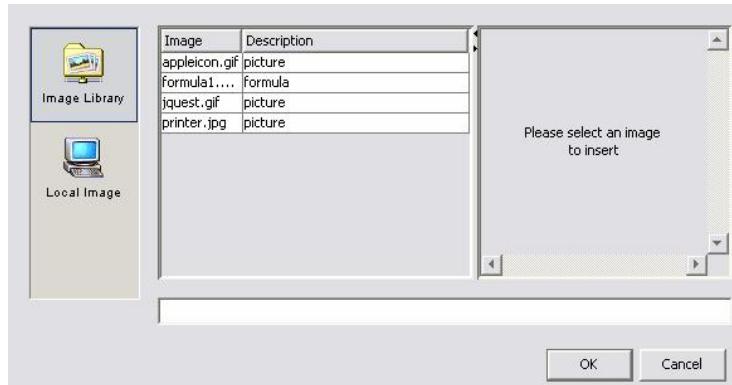
Object Menu



EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Insert Multimedia from Library – Opens the Insert Image window to select an image, formula or .mp3 sound file from the library to be inserted into your question. It is highly recommended you add any media you plan to use in your test questions using the [Multimedia Library](#) before authoring or editing your test questions



NOTE: .mp3 files can only be added through the EZ Test Multimedia Library screen and are intended for tests delivered via EZ Test Online.

Insert New Picture from Hard Disk – Allows you to select an image from your computer's hard disk to be inserted into your question and added to the Multimedia Library. It is highly recommended you add any media you plan to use in your test questions using the [Multimedia Library](#) before authoring or editing your test questions as mentioned above in the *Insert Multimedia from Library* option.

Insert New Formula – Opens the Equation Editor to create an equation to be inserted into your question and added to the Multimedia Library. For details on using the Equation Editor, see *Creating a Formula* in the Multimedia Library section of this User's Guide or click the question mark icon in the top right of the Equation Editor toolbar.

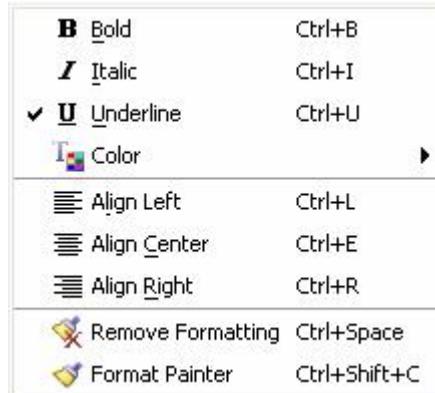
Edit Existing Formula – Opens the Equation Editor to edit an existing formula. Select an existing formula in a question by clicking on it once and then select Edit Existing Formula from the Object pull-down menu to edit it.

Insert/Edit Hyperlink (or Ctrl +K) – Allows you to insert a hyperlink to link to another website or email address. This feature is intended for tests delivered via EZ Test Online. (NOTE: be sure to select “New Window” from the Target Frame drop-down select box. This will ensure that your student does not leave the Test Page by having the link open in a new browser window instead of within the test page).



Remove Hyperlink – Removes hyperlink from selected question text that has a hyperlink assigned to it.

Format menu



Bold (or Ctrl+B) – Makes any non-bold text selection bold. This option will also remove bold formatting from any selected bold text.

Italic (or Ctrl+I) – Makes any non-italic text selection italic. This option will also remove italic formatting from any selected italic text.

Underline (or Ctrl+U) – Makes any non-underlined text selection underlined. Will also remove underline from any selected underlined text.

Color – Allows you to choose a color for any selected text.

Align Left (or Ctrl+L) – Left justifies current paragraph.

Align Center (or Ctrl+E) – Center justifies current paragraph

Align Right (or Ctrl+R) – Right justifies current paragraph

Remove Formatting (or Ctrl + Space) – removes all formatting from any selected text.

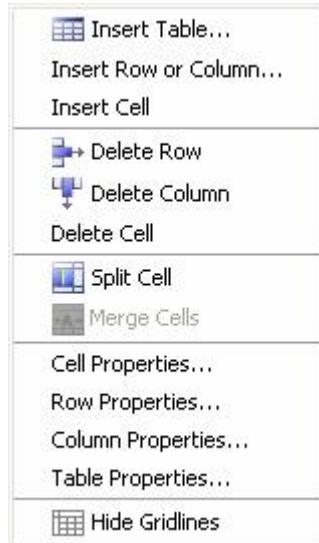
Format Painter (or Ctrl+Shift+C) – Copies the format from any selected text block and applies it to another text block. To use it, first select the text you wish to copy the format of. Click the Format Painter icon (or press Ctrl+Shift+C) and select the block of text you wish to apply the formatting too.

EZ TEST INSTRUCTOR USER GUIDE

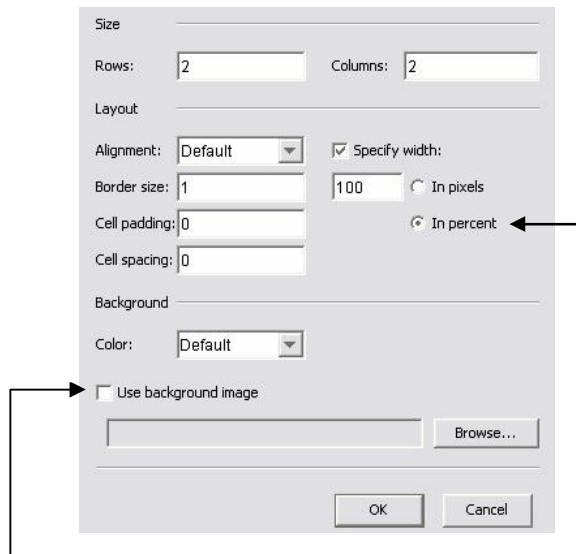
New Test Questions

NOTE: The format painter only works within each of the question text fields. In other words, you can not select text in the Question text box field and apply its format to text in the Answer text field using the Format Painter tool.

Table Menu

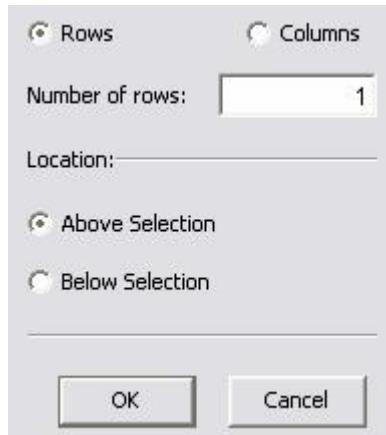


Insert Table... - Opens the Insert Table window. Select the number of rows and columns you wish to include in your table. You can optionally change the alignment, border, cell padding and spacing, as well as specifying width and background color.



NOTE: When setting table width, use percentage for the best output.
(Background image is not supported in this version of EZ Test)

Insert Row or Column... - Opens the Insert Row or Column window.



Enter the number of rows or columns you wish to insert. Select Row or Column and select insertion location, below the current selection or above the current selection.

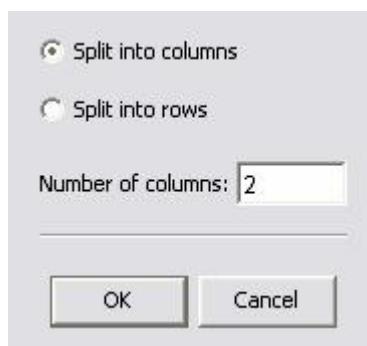
Insert Cell – Inserts a table cell at the current cursor location. (Note: cursor must be inside a table cell for this option to be available.)

Delete Row – Deletes the row at the current table cell location.

Delete Column – Deletes the column at the current table cell location.

Delete Cell – Deletes the cell at the current table cell location.

Split Cell – Allows you to split a selected table cell into either a number of rows or columns.



Cell Properties... - Allows you to set a variety of properties for the selected table cell such as alignment, width, height, row & column spans, text wrapping, and background color. (Note: when specifying widths and heights use percentages instead of pixels for the best test output. Use of a background image is not supported in this version of EZ Test.)

Row Properties... - Allows you to set a variety of properties for the selected table row such as alignment, height, and background color. (Note: when specifying heights use percentages instead of pixels for the best test output. Use of a background image is not supported in this version of EZ Test.)

Column Properties... - Allows you to set a variety of properties for the selected table column such as alignment, width, and background color. (Note: when specifying widths use percentages instead of pixels for the best test output. Use of a background image is not supported in this version of EZ Test.)

Table Properties... - Allows you to set a variety of properties for the selected table such as alignment, width, height, cell spacing & padding, border size and background color. (Note: when specifying widths and heights use percentages instead of pixels for the best test output. Use of a background image is not supported in this version of EZ Test.)

Show/Hide Gridlines – This feature is useful when you have tables that have border widths set to zero. It allows you to see where the column/row grid is in the table for editing purposes. (Note: when this option is set to show gridlines, you will also notice gridlines around other EZ Test question elements since the EZ Test question window itself is comprised of several zero border tables)

Working with Text

Entering text into the question fields using the Rich Text editor is as easy as using your word processor. However, there are few notable items to be aware of.

Line Break vs. Paragraph Break

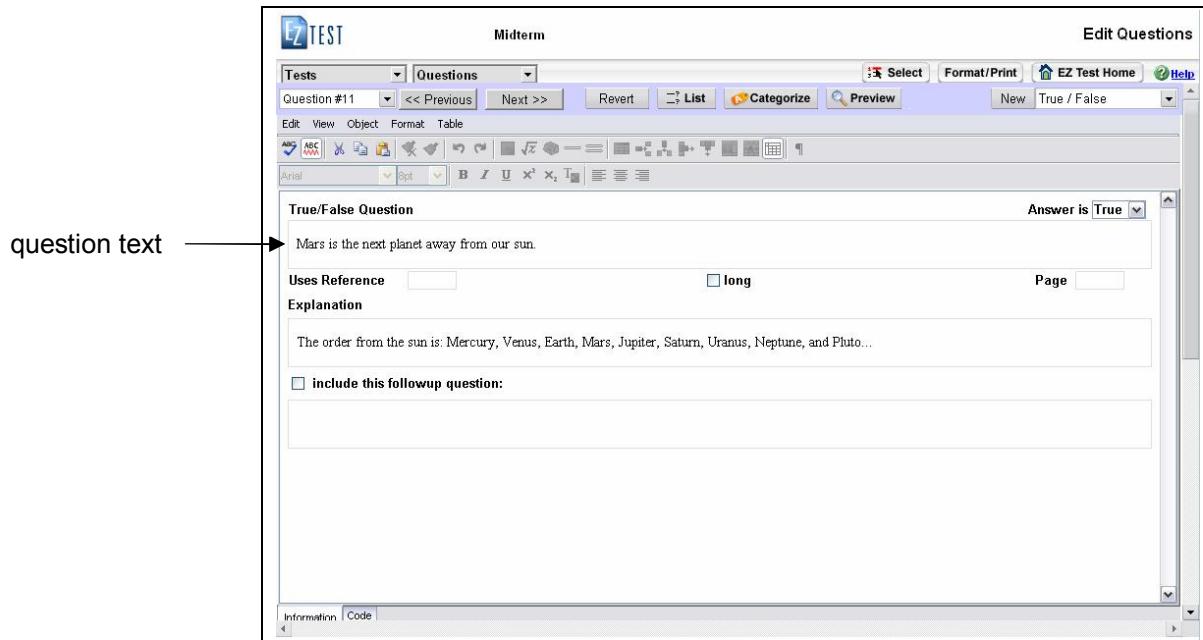
By default when you press the enter key to create spacing between lines of text, the Rich Text Editor is inserting line breaks rather than paragraph breaks. To create a “new” paragraph , you need to type SHIFT+ENTER.

With this in mind, if you change the alignment of a block of text and you do not create a paragraph break using SHIFT+ ENTER, the alignment will affect both blocks of text.

Thus, to apply one alignment to one block of text and another alignment to another block of text, it will be necessary to use SHIFT+ENTER between those blocks of text.

Spacing Around Graphics

Some times when you insert a photo or graphic into your question, it may be too close to the question text. To provide more spacing above or below, insert blank lines as appropriate.

True/False questions

1. Enter or edit the question text in the first text box under the question type heading.
2. Indicate the correct answer for this question by selecting True or False from the *Answer is* drop down select box in the top right of the question editing area.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

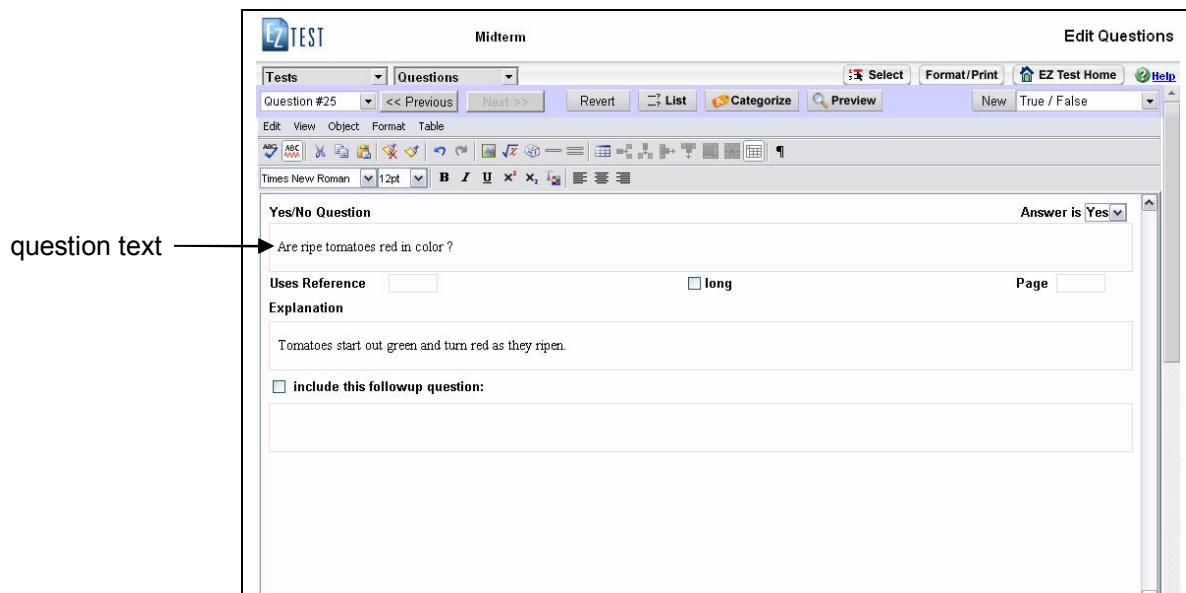
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you wish to include a follow-up question, check the **include this followup question** checkbox and enter your follow-up question in the text box below.
- If you are using *Random Variables*, enter the variable information by scrolling down and using the *Random Variables* box.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Yes/No questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Indicate the correct answer for this question by selecting Yes or No from the *Answer is* drop down select box in the top right of the question editing area.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

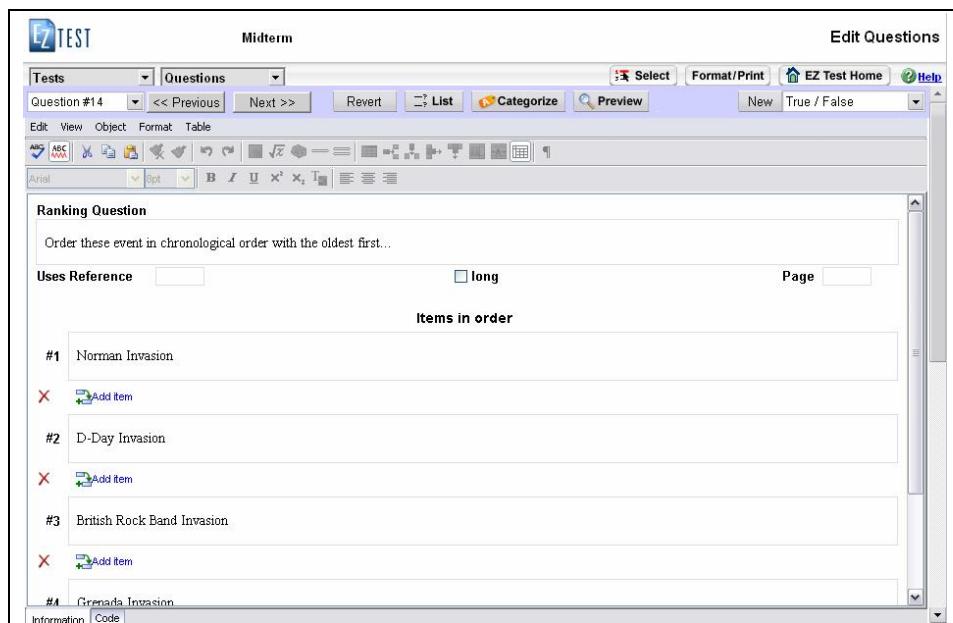
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you wish to include a follow-up question, check the **include this followup question** checkbox and enter your follow-up question in the text box below.
- If you are using *Random Variables*, enter the variable information by scrolling down and using the *Random Variables* box.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Ranking questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the choices for ordering in the correct sequence.
 - To edit a choice, enter the changes in the *Answers* choice box.
 - To add another choice, click the Add Button icon  , enter your text in the new choice text box that appears. Do this for as many additional choices you want to add.
 - To delete a choice, click the delete item icon  next to the choice.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

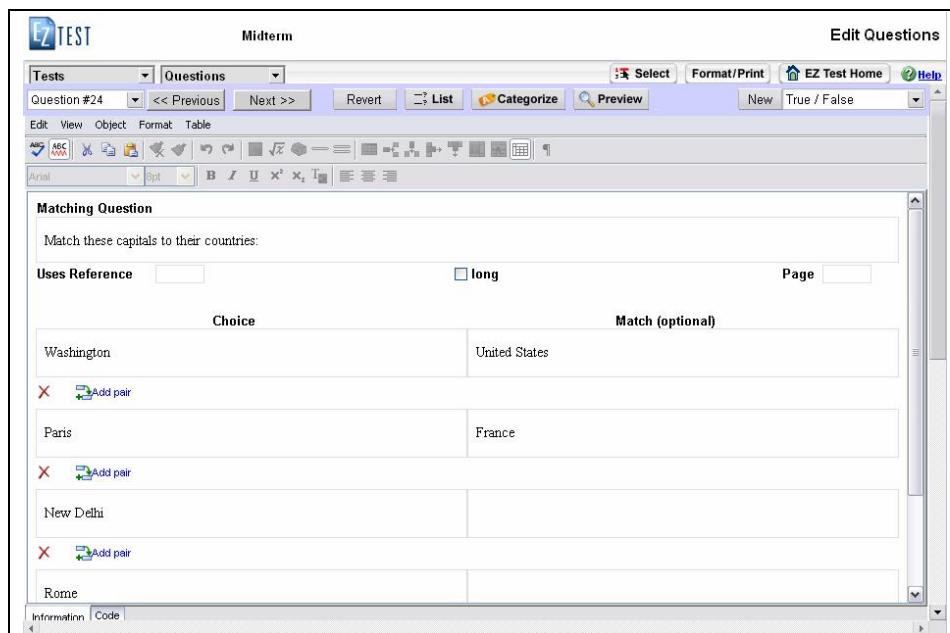
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information by scrolling down and using the *Random Variables* box.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Matching questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the answers. Type the correct *Choice* and *Match* in each box.
 - You may also enter distractors (choices with no correct match).

NOTE: EZ Test automatically scrambles the choices and distractors when the test is generated.

 - To edit a choice, enter the changes in the choice box.
 - To add another choice, click the Add Pair icon  , enter answers.
 - To delete a choice, click the delete item icon  next to the choice.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

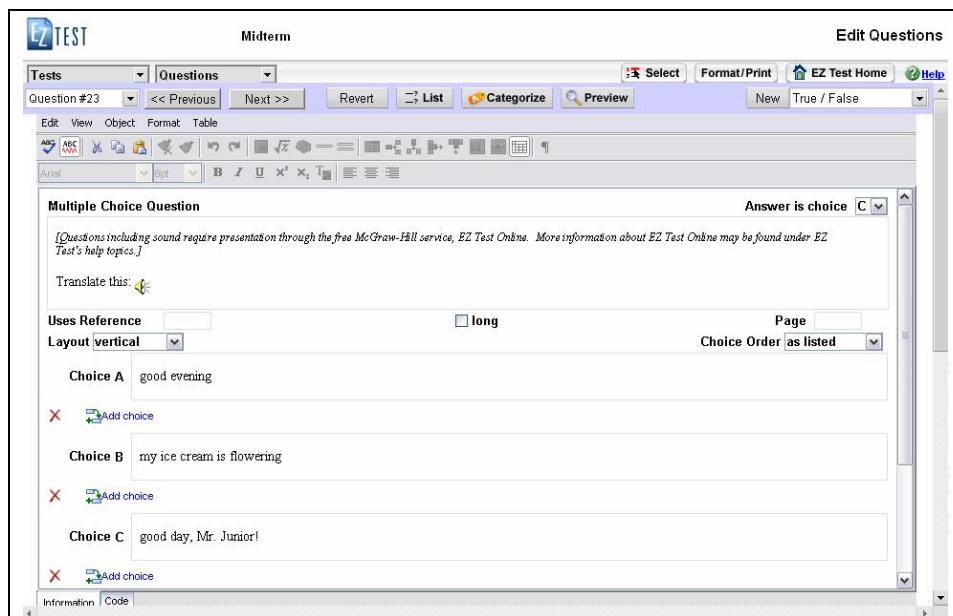
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

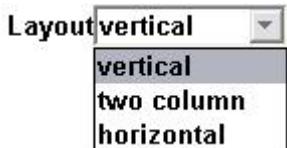
Multiple Choice questions



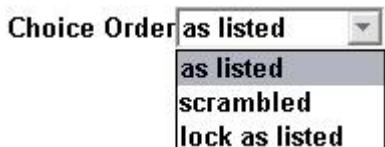
1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the answer choices for the test question. Type the text in the choice boxes.
 - To add another choice, click the Add choice icon and enter your text in the new choice text box.
 - To edit a choice, enter the changes in the choice.
 - To delete a choice, click the delete icon next to the.
3. To indicate the correct answer, select it from the *Answer is choice* drop down select box in the top right of the question editing area.
4. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the **Uses Reference** box.



- Select the layout for the choices. The default is a vertical arrangement. If you want the choices to print in a horizontal or 2 column layout, select it from the *Layout* drop down select box.

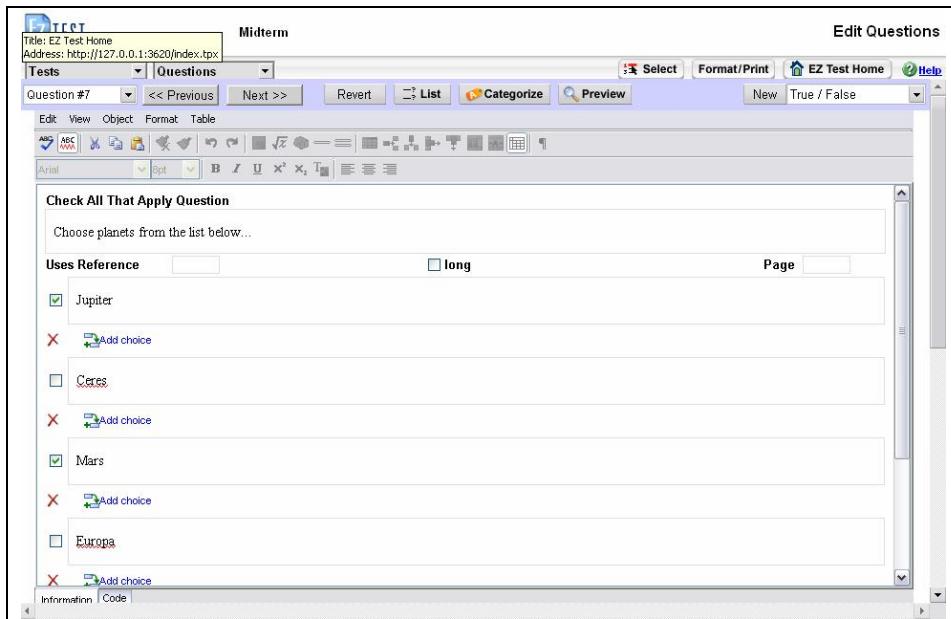


- Decide if you want to scramble the order of the choices (distractors) when the test is generated. If so, select **scrambled** from the *Choice Order* drop down select box. The default value is set to **as listed** which leaves them in the order as they appear on this edit screen.

The *Publishing Options* screen has an option to “scramble ALL multiple choice distractors”. If you wish to use this Format/Print option to globally scramble the multiple choice distractors, but want to maintain the distractor order for specific questions, set Choice Order to **lock as listed** for those questions you want left alone.

- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information by scrolling down and using the *Random Variables* box.

Check All That Apply questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the answer choices for the test question in the available choice text boxes.
 - To add another choice, click the Add choice icon and enter your text in the new choice text box.
 - To edit a choice, enter the changes in the choice box.
 - To delete a choice, click the delete icon next to the choice.
3. To indicate the correct answer or answers, click the check box next to each correct choice.
4. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

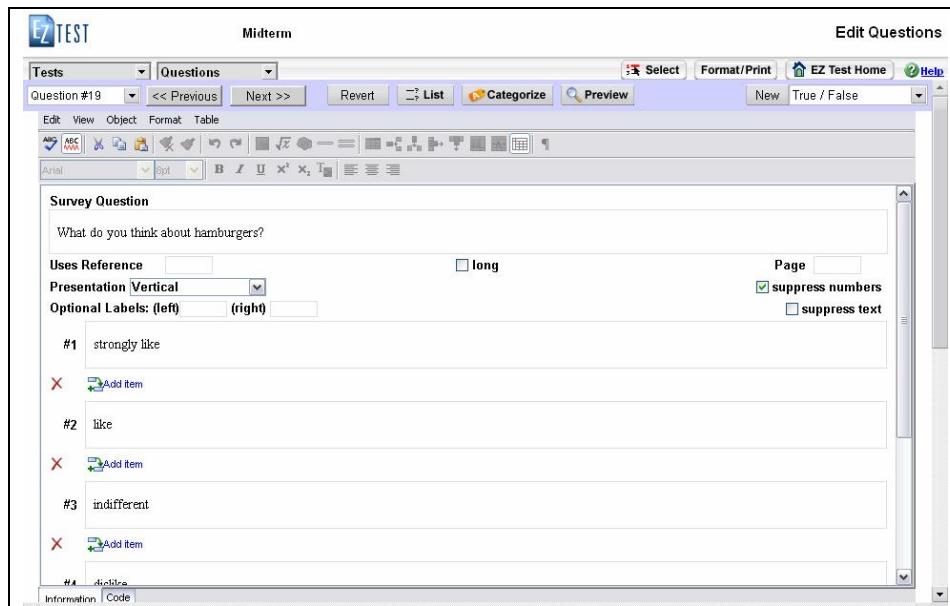
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information.

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Survey questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Select the layout for the choices from the *Presentation* drop down select box.

Vertical will look like this:

What do you think about hamburgers?
_____ strongly like
_____ like
_____ indifferent
_____ dislike
_____ strongly dislike

Horizontally will look like this:

What do you think about hamburgers?	strongly like	like	indifferent	dislike	strongly dislike
-------------------------------------	---------------	------	-------------	---------	------------------

Optionally, you can add left and right labels for a horizontal layout. Select the **horizontally w/ labels** option from the Presentation drop down select box and enter the text of the labels in the boxes labeled *left* and *right*. The labels will look like this (with labels of 1 and 5).

What do you think about hamburgers?	1	_____	_____	_____	_____	5
--	---	-------	-------	-------	-------	---

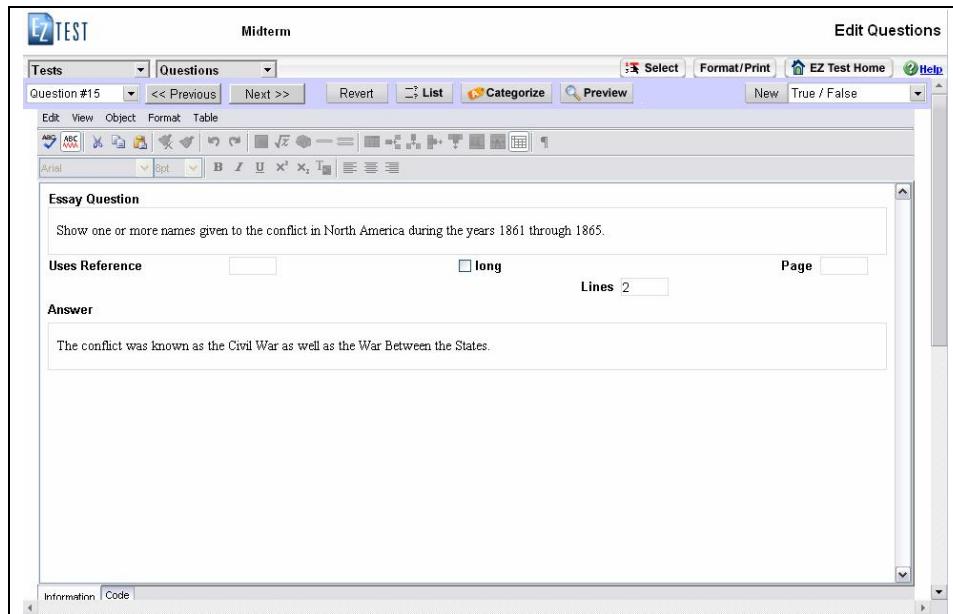
- To add labels over columns of answer blanks in a horizontal layout, create a *Section Break* record that contains the headings. You can also add general instructions for the survey in the *Section Break* record.

3. Enter the answer choices for the test question in the available choice text boxes.
 - To edit a choice, enter the changes in the choice box.
 - To add another choice, click the Add Button icon  , enter your text in the new choice text box that appears. Do this for as many additional choices you want to add.
 - To delete a choice, click the delete item icon  next to the choice.
4. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

Optional steps

- If this question belongs under a Section Break heading to add instructions or headings to your survey, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- Choices are automatically numbered. To remove numbering, check the *suppress numbers* box.
- Text for each choice will automatically print on the test. To remove the text for each choice, check the *suppress text* box.
For example, you may not want to display the text when presenting large numbers of choices in a horizontal layout.
- If you wish to include a follow-up question, check the **include this followup question** checkbox and enter your follow-up question in the text box below.
- If you are using *Random Variables*, enter the variable information.

Essay questions



1. Enter or edit the question text in the first text box under the question type heading.
2. In the *Lines* box, enter the number of lines for the student's response.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

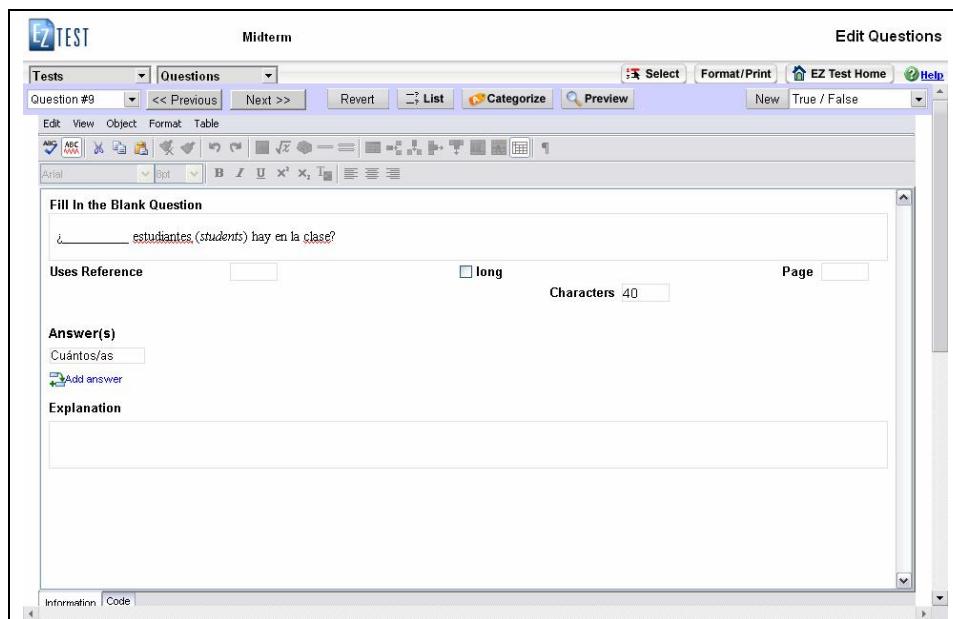
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the answer in the *Answer* box.
- If you are using *Random Variables*, enter the variable information.

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Fill in the Blank questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Type the text for the answers in the *Answer(s)* box.
 - To enter multiple answers, click the Add answer icon and enter the answer in the new answer text box that appears. Do this for as many additional answers you want to add.
 - To delete an answer, click the delete item icon next to the answer.
3. Specify the length of the line for the student's response by entering the number of character spaces in the *Characters* box.
4. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

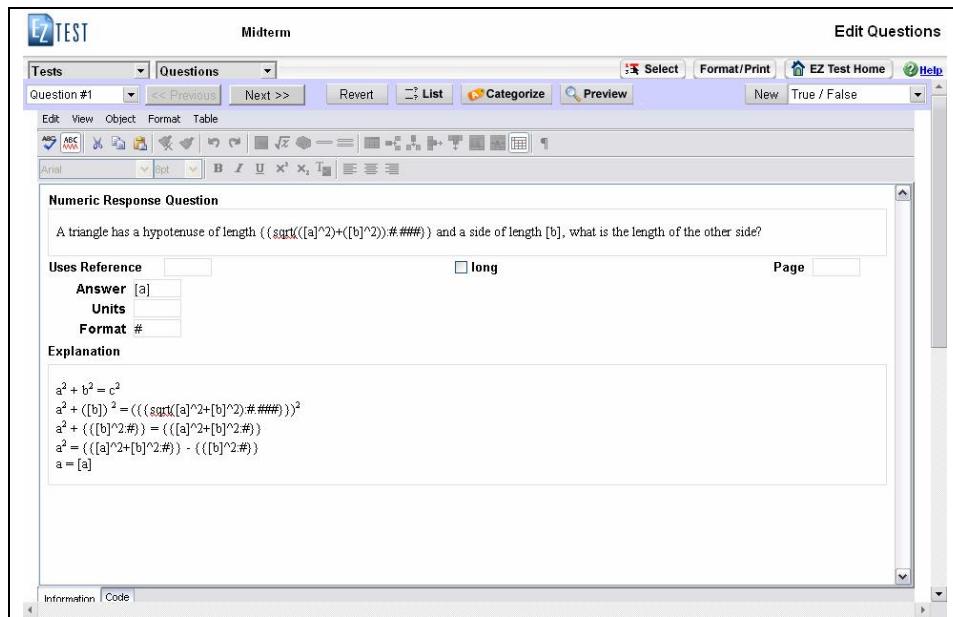
Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information.

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Numeric Response questions



1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the calculation for the correct answer in the *Answer* box.

Note: To use variable expressions as possible answer choices, the variable name must be in square brackets: [] and the calculation must be enclosed in double braces {{ }}. See the section on Random Variables for more information on how to enter calculations or view the tutorial “Creating Questions Using Algorithmic Variables” located in the Help index under Tutorials.

3. When you are finished, click any of the navigation buttons at the top of the screen, except for the Revert button, to save your work. The **Revert** button will revert the question to its original state.

Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Indicate the acceptable units for the response (e.g., centimeters, inches). Enter the units in the *Units* box (one unit per line).
- Indicate the pattern used when formatting the correct answer. Enter the pattern in the *Format* box. (See next page regarding Patterns).
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information.

More about Format

Patterns

A format pattern contains a positive and optionally a negative subpattern, for example, "#,##0.00;(#,##0.00)".

Each subpattern has a prefix, numeric part, and suffix.

The negative subpattern is optional; if absent, then the positive subpattern prefixed with the minus sign is used as the negative subpattern. That is, "0.00" alone is equivalent to "0.00;-0.00".

If there is an explicit negative subpattern, it serves only to specify the negative prefix and suffix; the number of digits, minimal digits, and other characteristics are all the same as the positive pattern. That means that "#,##0.0#;(##0.0#)" produces precisely the same behavior as "#,##0.0#;(#,##0.0#)".

The grouping separator is commonly used for thousands, but in some countries it separates ten thousands. The grouping size is a constant number of digits between the grouping characters, such as 3 for 100,000,000 or 4 for 1,0000,0000.

If you supply a pattern with multiple grouping characters, the interval between the last one and the end of the integer is the one that is used.

So "#,##,##,##,##" == "##,##,##,##" == "##,##,##,##".

Scientific Notation

Numbers in scientific notation are expressed as the product of a mantissa and a power of ten. For example, 1234 can be expressed as 1.234 x 10^3.

The mantissa is often in the range $1.0 \leq x < 10.0$, but it need not be. In a pattern, the exponent character immediately followed by one or more digit characters indicates scientific notation.

Example: "0.###E0" formats the number 1234 as "1.234E3".

The number of digit characters after the exponent character gives the minimum exponent digit count. There is no maximum. Negative exponents are formatted using the minus sign, *not* the prefix and suffix from the pattern. This allows patterns such as "0.###E0 m/s".

The minimum and maximum number of integer digits are interpreted together:

If the maximum number of integer digits is greater than their minimum number and greater than 1, it forces the exponent to be a multiple of the maximum number of integer digits, and the minimum number of integer digits to be interpreted as 1. The most common use of this is to generate *engineering notation*, in which the exponent is a multiple of three, e.g., "##0.#####E0". Using this pattern, the number 12345 formats to "12.345E3", and 123456 formats to "123.456E3".

Otherwise, the minimum number of integer digits is achieved by adjusting the exponent.

Example: 0.00123 formatted with "00.###E0" yields "12.3E-4".

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The number of significant digits in the mantissa is the sum of the *minimum integer* and *maximum fraction* digits, and is unaffected by the maximum integer digits. For example, 12345 formatted with "##0.##E0" is "12.3E3". To show all digits, set the significant digits count to zero. The number of significant digits does not affect parsing.

Exponential patterns may not contain grouping separators.

Special Pattern Characters

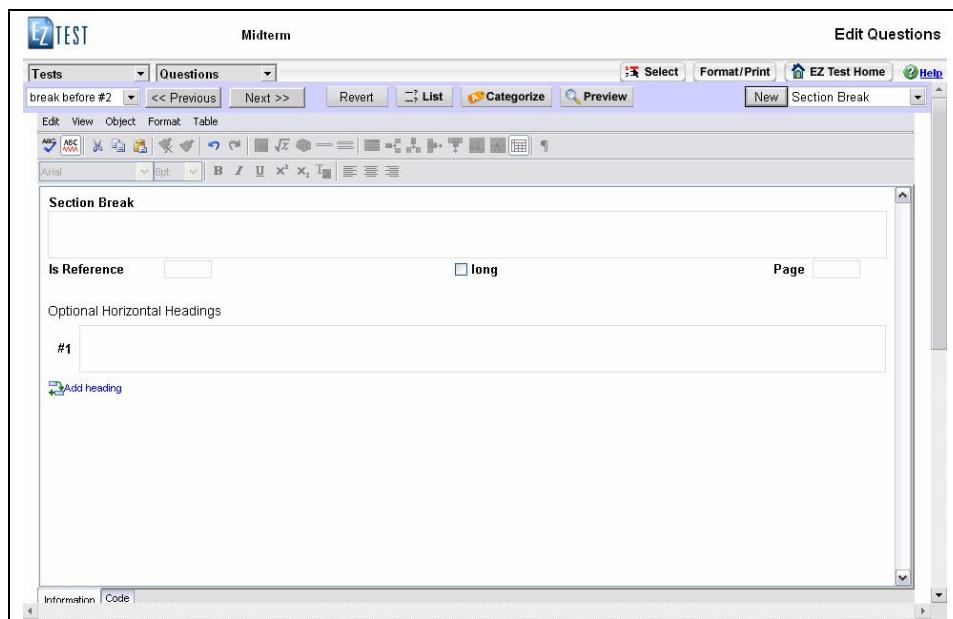
Many characters in a pattern are taken literally; they are matched during parsing and output unchanged during formatting. Special characters, on the other hand, stand for other characters, strings, or classes of characters. They must be quoted, unless noted otherwise, if they are to appear in the prefix or suffix as literals.

Symbol	Location	Meaning
0	Number	Digit
#	Number	Digit, zero shows as absent
.	Number	Decimal separator or monetary decimal separator
-	Number	Minus sign
,	Number	Grouping separator
E	Number	Separates mantissa and exponent in scientific notation. <i>Need not be quoted in prefix or suffix.</i>
;	Subpattern boundary	Separates positive and negative subpatterns
%	Prefix or suffix	Multiply by 100 and show as percentage
'	Prefix or suffix	Used to quote special characters in a prefix or suffix, for example, #'# formats 123 to #123. To create a single quote itself, use two in a row: # o' 'clock.

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Section break



Adding a Section Heading

Use the *Section Break* question type to create a common set of instructions for a series of test questions.

It is easiest to create, and name, the set of instructions first, so that you will know which name to use when linking the questions in the series to the instructions.

1. Enter/edit the instructions for the series of questions in the text box under the *Section Break* heading.
2. Enter a unique name for this set of instructions in the *Is Reference* box.
The name of each set of instructions in your test bank must be unique.
 - To link this set of instructions to the questions that belong with it, enter this name in the *Uses Reference* box for each question in the series.
 - For this feature to work as expected, the questions must be sorted by question type. See *Sort Questions*.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the **Revert** button. The **Revert** button will revert the question to its original state.

Optional steps

- If you are using *Random Variables*, enter the variable information.

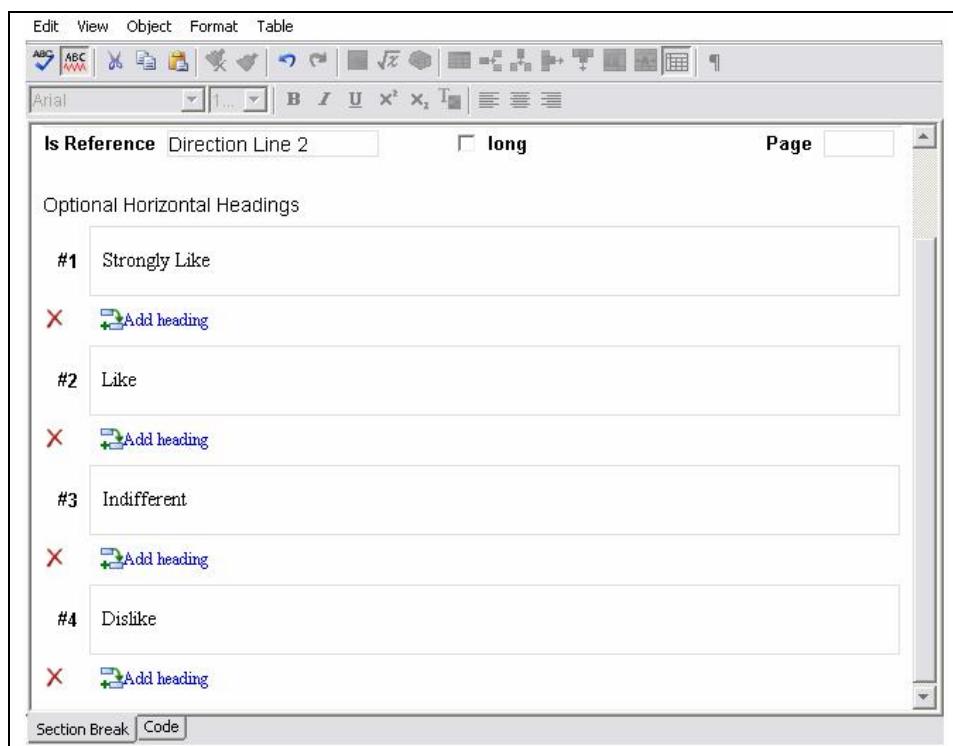
Adding Headings for Survey Questions

If you plan to present a series of survey questions in a horizontal layout, create column headings for each column that contains a survey choice.

Create or edit a *Section Break* record and add one heading for each choice. Typically, this formatting is applied when there are a like number of survey questions and choices.

Example: You could use this option for survey choices presented in a horizontal layout. If the survey has a question with five choices, insert one heading to title the column for each choice (in this example, you would create 5 headings).

1. Edit or create a *Section Break* question.
2. Enter a unique name in the *Is Reference* box.
 - You will need to enter this name in the *Uses Reference* box of each question that belongs with these column headings.
3. To enter a heading, type the text for the first heading text box.



- For multiple columns, click the Add heading icon and enter the heading in the text box that appears. You will need to repeat this for each survey choice that has a heading.
- To edit a heading, enter the changes in the appropriate headings text box.
- To delete a heading, click the delete item icon next to the heading.

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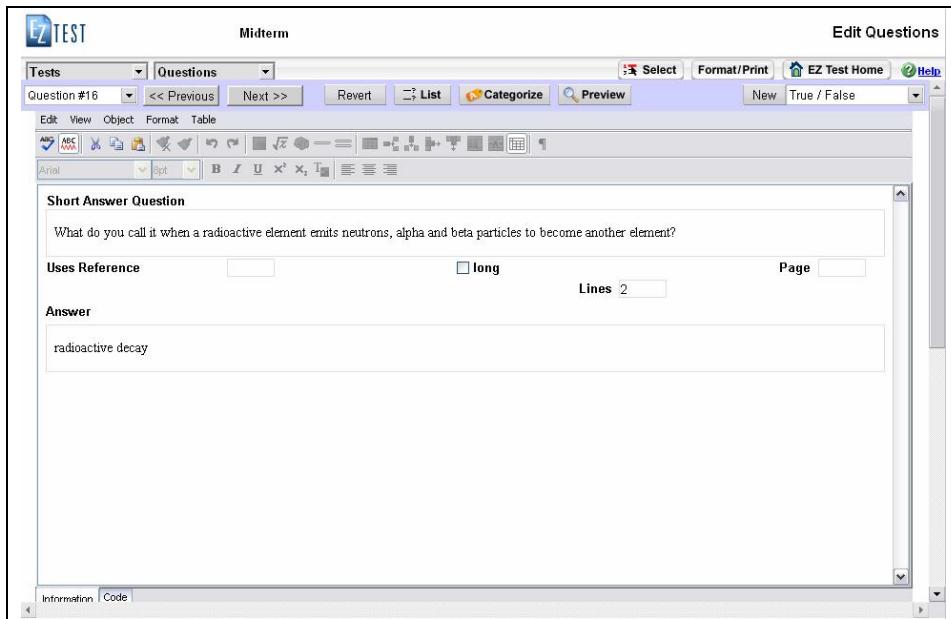
New Test Questions

4. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.
 - Make sure that in each survey question you have chosen the **Horizontal w/labels** *Presentation* formatting option.
 - For this feature to work as expected, the questions must be sorted by question type. See *Sort Questions*.

Optional steps

- If you want a general instruction for the survey to appear to the left of the column headings, enter it in the *Section Break* text box.

Short answer questions



5. Enter or edit the question text in the first text box under the question type heading.
6. In the *Lines* box, enter the number of lines for the student's response.
7. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

Optional steps

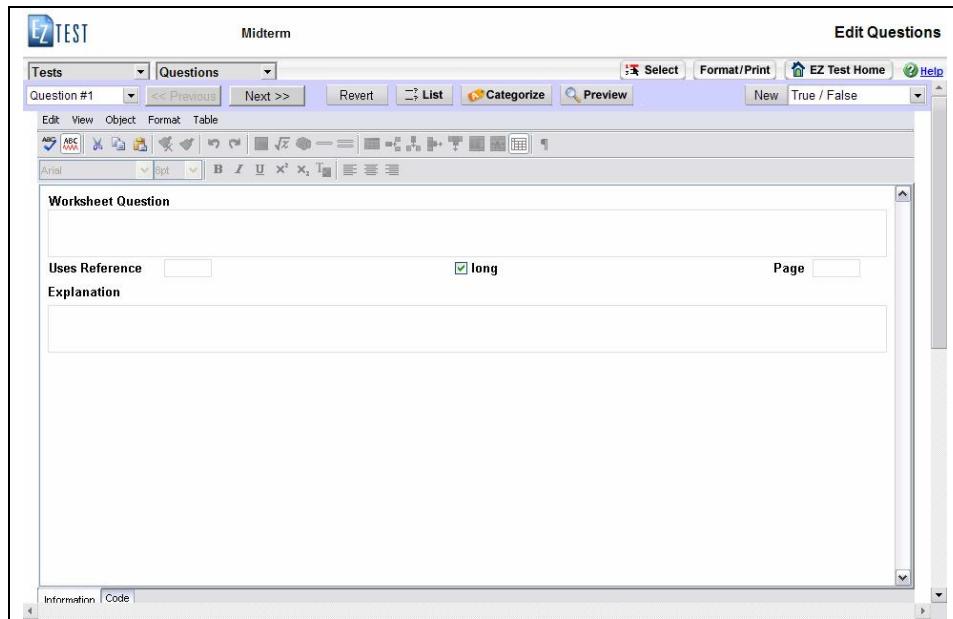
- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Answer* box.
- If you are using *Random Variables*, enter the variable information.

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Work Sheet questions

The worksheet question type allows you to create a question with several different answer field types. You can have as many answer fields as required by the worksheet you are creating. The answer fields can even contain random variables and variable expressions to allow you to create worksheet questions with highly complex calculations. There are four different answer types to select from: True/False, Multiple Choice, Number and Word Phrase.



1. Enter or edit the question text in the first text box under the question type heading.
2. Insert the answer field placeholders into your question text by surrounding the answer name you wish to use with 2 underline characters. For example if you have an answer field you plan on using called **ans1** you would type ans1 in the question where you would like it to appear. See example below.

1. Compute the total cost per equivalent unit (a) + (b) for the month. (Round Cost per EU answers to two decimal places.) 2. Compute the equivalent units of materials, labor, and overhead in the ending inventory for the month. 3. Prepare the cost reconciliation portion of the department's production report for January.		
Weighted-Average Method		
1.	Computation of the total cost per EU: Cost per EU for materials Cost per EU for labor Cost per EU for overhead	\$ <u><u>ans1</u></u> <u><u>ans2</u></u> <u><u>ans3</u></u>

3. After your worksheet question has been created and you have inserted all of the answer field placeholders, scroll down within the question editing screen to access the Random Variable and Worksheet Answer boxes located just below the rich text editor.

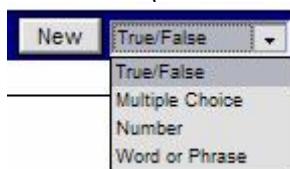
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4. If you plan on incorporating random variables into your worksheet question, create them at this time in order to reference them in the Worksheet Answer fields you will be creating next. See the Random Variables section on how to create random variables.
5. Scroll down to the Worksheet Answer box to begin entering the associated answer field types you created placeholders for in the Worksheet question.

Name	Type	Weight	Info
No answers defined			

6. Select the answer field type you wish to add to your worksheet and click **New**. (See the following section for answer type details).



7. Fill in the appropriate answer fields for each Worksheet Answer used in your question.
8. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the Revert button. The **Revert** button will revert the question to its original state.

Optional steps

- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the *Uses Reference* box.
- Enter the text for the explanation in the *Explanation* box.
- If you are using *Random Variables*, enter the variable information.

Worksheet Answer Types

True/False Worksheet Answer

Enter the name of the answer field in the *Name* field.

Enter a weight for the answer in the *Weight* field. If you deliver your exam online using EZ Test Online, the weight will be used to calculate the total question score value.

Select *True* or *False* from the *Answer* field.

Click *Save Changes* to save your new worksheet answer.

True/False Answer

Name	new
Weight	1 (for EZ Test Online)
Answer	True

Save Changes

Multiple Choice Worksheet Answer

Enter the name of the answer field in the *Name* field.

Enter a weight for the answer in the *Weight* field. If you deliver your exam online using EZ Test Online, the weight will be used to calculate the total question score value.

Enter the choice labels for the number of choices your answer contains. To add additional choices, enter it into the new text box and click the *Refresh* button. To remove choices, click the delete icon next to the choice you wish to delete. You may use variable expressions as possible answer choices. (See note below).

Enter the correct answer in the *Answer* text box.

Click *Save Changes* to save your new worksheet answer.

Note: To use variable expressions as possible answer choices, the variable name must be in square brackets: [] and the calculation must be enclosed in double braces {{ }}. See the section on *Random Variables* for more information on how to enter calculations or view the tutorial "Creating Questions Using Algorithmic Variables" located in the Help index under Tutorials.

Multiple Choice Answer

Name	new2
Weight	1 (for EZ Test Online)
Choices	A a B b C c D d new
Answer	A

Refresh Save Changes

Numeric Worksheet Answer

Enter the name of the answer field in the *Name* field.

Enter a weight for the answer in the *Weight* field. If you deliver your exam online using EZ Test Online, the weight will be used to calculate the total question score value.

Enter the answer in the *Answer* field. The answer may contain random variable expressions.

Select the type of precision required for the answer.

- Select **exact** if the answer must be identical to the value in the *Answer* field, i.e. no variance.
- Select **absolute** if the answer can vary from the value in the *Answer* field by a given range. For example $\pm .01$
- Select **percentage** if the answer can vary from the value in the *Answer* field by a given percentage range, e.g. $\pm 2\%$.

Enter the format the answer must be entered in the *Format* field. See the section on **Patterns** for a full description on entering number formats.

Optionally use *Units* fields to enter the units that must accompany the answer, e.g. cm, ml, etc... Use the *currency* checkbox to indicate the answer is a monetary amount.

Enter the character width of the *Response Width*. This controls the length of the blank line when the test is printed.

Click *Save Changes* to save your new worksheet answer.

Numeric Answer

Name	new3
Weight	1 (for EZ Test Online)
Answer	0
Precision	Exact
	\pm
Format	#
Units	
	<input type="checkbox"/> currency
Response Width	7

Save Changes

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Word or Phrase Worksheet Answer

Enter the name of the answer field in the *Name* field.

Enter a weight for the answer in the *Weight* field. If you deliver your exam online using EZ Test Online, the weight will be used to calculate the total question score value.

Enter the possible response(s) to for the answer using the *Responses* text box.

To add multiple possible responses, click the Refresh button. The response in the *new* text field will be added and a empty text box will be available to add the next possible response.

Continue using the Refresh button and entering each response until you have added all possible responses for this answer.

The answer may contain random variable expressions.

Enter the character width of the response width. This controls the length of the blank line when the test is printed.

Click *Save Changes* to save your new worksheet answer.

Word or Phrase Answer

Name	new4
Weight	1 (for EZ Test Online)
Responses	new
Response Width	15

Refresh

Save Changes

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Using Random Variables

You can use random variables in any test question. Random variables use an algorithm to create a new value for the variable each time the question is used. In other words, each time you generate the test, a new value is assigned to the variable in the question.

Create the question

1. In the **Question** field, enter the test question. The variable must be in square brackets [].

The screenshot shows the 'Multiple Choice Question' editor window. The question text is "Which of the following satisfies the equation, $x + [y] = 14$?". The 'Answer is choice' dropdown is set to 'A'. Below the question, there are settings for 'Uses Reference' (checkbox), 'Layout' (vertical dropdown), 'long' (checkbox), 'Page' (checkbox), and 'scrambled choices' (checkbox). The toolbar at the top includes various editing icons like ABC, tables, and mathematical symbols.

If you embed a calculation in the question or answer, enclose it in double curly braces: {{ }}. Multiplication must be explicit. For example, you must type $2 * \sin(x)$ instead of $2\sin(x)$.

Be careful not to enter non-calculated answers that could be produced by calculated answers. In this example, any integer from 5 to 13 could be the correct answer generated by the random variable, so no integer in this range should be entered as a non-calculated answer choice.

2. Next, enter the possible answers to solve the equation.

The screenshot shows the 'Multiple Choice Question' editor window with three answer choices listed:

- Choice A: $x=((14-[y]))$ (with a red X icon and 'Add choice' button)
- Choice B: $x=((34-[y]))$ (with a red X icon and 'Add choice' button)
- Choice C: $x=-7$ (with a red X icon and 'Add choice' button)

The 'Answer is choice' dropdown is still set to 'A'. The toolbar at the top includes various editing icons like ABC, tables, and mathematical symbols.

3. Select the correct answer from the **Answer is choice** drop down select box in the top right of the question editing area.

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Define the variables

EZ Test recognizes common operators. The list of supported functions that you can use in the question and answer field to reference random variables is provided in the Random Variables Help screen.

Name	Type	Info
No variables defined		

1. Scroll down below the question editing area to view the Random Variables box. Click the *New Variable* button to access the Random Variable Editor window.

Create New Variable

Type: Local Local to this question, global to share with all questions

Name: _____

ranging: from _____ to _____ in increments of _____
or
chosen from: _____
comma separated numbers, words or phrases - place array rows on separate lines

calculated: _____
a calculation upon existing local and/or global variables

Conditions:
local
variables
only
each condition on a line by itself - all must evaluate to true(1) for resolution

Sample: Again

Name	Value

Create

Cancel

Create New Variable

Type: Local

Name: Local
Global
Calculation

Select **local** to apply the variable only to this question.

Select **global** to make the variable available to all questions on this test.

Select **calculation** if you are creating a calculated variable.

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2. Enter the name for the variable. This variable must match the variable name used in the *Question*. For this example, the variable name is *y*.
3. Enter the variable range and increments. You can use both real numbers and integers.

The dialog box has a title bar 'Create New Variable'. It contains fields for 'Type' (set to 'Local'), 'Name' ('y'), 'ranging from 1 to 9 in increments of 1', and a 'chosen from' dropdown menu. A note at the bottom says 'comma separated numbers, words or phrases - place array rows on separate lines'.

You can also generate random variables from a pool. In this case, enter the numbers, letters, or word phrases in the *chosen from* box. Separate each variable with a comma.

For Calculated Random Variables, see the next section.

4. Click **Create**. The variable and its specifications appear in the *Current Local Variables* list.

Name	Type	Info	New Variable	Remove
y	local	generated in increments of 1 over the range 1 to 9		

5. To save your work and preview the variable in the question, click the **Preview** button in the *Question Editing Navigation Bar*.

Question Generation 1

[Close Window](#)[Refresh](#)

Which of the following satisfies the equation, $x + 1 = 14$?

- A. $x=((14-1))$
- b. $x=((34-1))$
- c. $x=-7$
- d. $x=8$

Click Refresh to have the question load another random y variable.

Question Generation 2

[Close Window](#)[Refresh](#)

Which of the following satisfies the equation, $x + 7 = 14$?

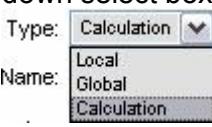
- A. $x=((14-7))$
- b. $x=((34-7))$
- c. $x=-7$
- d. $x=8$

A new value is assigned each time the question is generated.

- To remove the variable from the test, click the **delete variable icon**  on the line next to the variable. A dialogue box will open prompting you to confirm your action.

Calculated Random Variables

Additionally, you can also create calculated random variables and include conditions that must be met for the calculation to be applied. For the above example, we have a random variable "y" that ranges from 1 to 9. You could create a new calculated variable "b" equal to "[y]+1". "b" would then have a range from 2 to 10. Do this by...

1. Creating the local variable "y" as shown above.
2. Create a new variable and select "Calculation" from the Type drop-down select box.

3. Enter "b" as the variable name.
4. Enter "[y] + 1 in the calculated text entry box.

calculated:

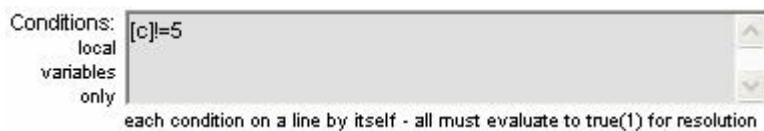
a calculation upon existing local and/or global variables

5. Click **Create**.

Conditions

Conditions are logical expressions that are evaluated when a variable is tested. The variable being tested will only be generated when the conditions you have entered are met.

For example, if we have a variable “c” that ranges from 2 to 10 in increments of 1. It is possible to put in a condition such as “[c] != 5” which would create a calculated value for c in the range from 2 to 10 EXCEPT for when c equals 5. Thus the range would run from 2 to 4 and from 6 to 10.



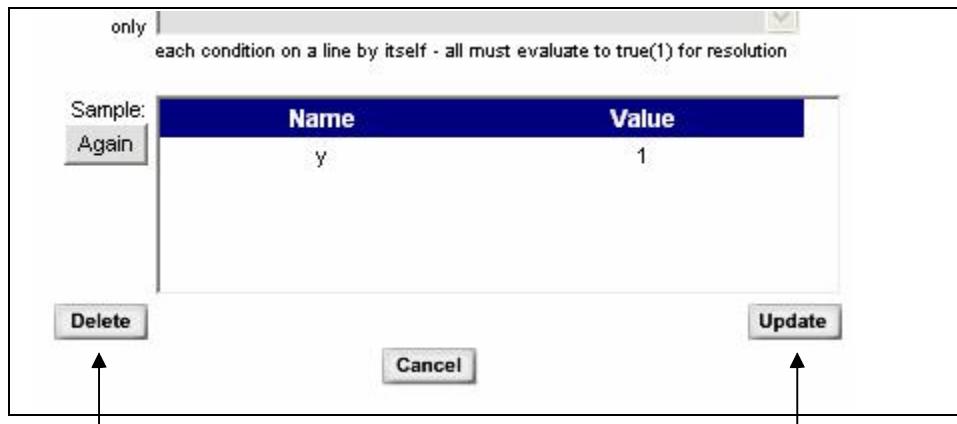
(Note: you can add more than one condition by entering each on a line by itself. All of the conditions entered must be met in order for the variable to be generated.)

Sample

The Sample area at the bottom of the Random Variable window allows you to test the variable output by clicking the Again button. Each time the Again button is pressed, the variable is calculated and value updated. This is useful when you are creating calculated variables or variables with conditions and want to preview or sample the output.

Update the variables

To change the range or increments of the variables click the variable name to access the Edit Existing Variable window. In the Edit Existing Variable window make your changes and click the **Update** button.



To remove a variable from the test, click its Delete button.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Preview the test question

To preview the question, you must be on the *Select Questions* or *Test Editing* screen.

Select Questions: Test frame

The screenshot shows the 'Select Questions' screen. At the top, there's a toolbar with buttons for 'Tests', 'Questions', 'List', 'Format/Print', 'EZ Test Home', and 'Help'. Below the toolbar, a message says 'Questions from > Test Banks > EZ Test v6 Samples > Question Samples (refresh)'. A 'Close' button and a 'All Questions' link are also present. The main area displays a list of 23 questions. The first few questions are:

- 1. Mars is the next planet away from our sun.
- 2. Does the given point satisfy both equations below:
 $x - y = [c]$
 $[d] \cdot ([f] + #, #) > [g]$
([aa], [bb])
- 3. Which of the following has(have) the same electron configuration as Ne?

Below the list are two tables:

Na ⁺	Mg ²⁺	O ²⁻	Mg ⁺
Gas	Molecular Mass		
Nitrogen	28.0 amu		
Oxygen	32.0 amu		
Hydrogen	2.01 amu		
Fluorine	38.0 amu		
Carbon Dioxide	44.0 amu		

Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu
Carbon Dioxide	44.0 amu

At the bottom, there's a preview window titled 'My Test preview' containing questions 9 through 11. The preview window has its own toolbar and a note about sound requirements.

Test Editing

The screenshot shows the 'Test Editing' screen. At the top, there's a toolbar with buttons for 'Tests', 'Questions', 'Select', 'Format/Print', 'EZ Test Home', and 'Help'. Below the toolbar, instructions say 'You have 45 minutes to complete this test.' The main area displays a list of questions. The first few questions are:

- 1. num What is the circumference of a circle of radius [r] centimeters?
- 2. tf Mars is the next planet away from our sun.
- 3. num What is the atomic weight of [x] atoms of [gas(1)]? [calc]
- 4. m/c

Below the list are two tables:

Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu
Carbon Dioxide	44.0 amu

Gas	Molecular Mass
Nitrogen	28.0 amu
Oxygen	32.0 amu
Hydrogen	2.01 amu
Fluorine	38.0 amu
Carbon Dioxide	44.0 amu

At the bottom, there's a preview window titled 'My Test preview' containing questions 5 through 9. The preview window has its own toolbar and a note about sound requirements.

- You can also click on the **Preview** button for the individual question on the *Edit Questions* screen.



- Click the *Preview Question* icon. A separate window opens to show how the test question will print.

The screenshot shows a preview window with two buttons at the top: 'Close Window' and 'Refresh'. The main area contains the following text and a table:

Match these capitals to their countries:

1. Washington	United States	1
2. Paris	France	2
3. Rome		
4. New Delhi		

- Click **Refresh** to see the question update within the window. Click **Close Window** when you have finished previewing the question.

Import questions from a plain text file

You can add questions from a word-processed document to your test.

The file format must be from a plain text file (.txt). You can not import proprietary word processor formats (such as .doc or .wp5). Typically, all word processors have the ability to **Save As** a .txt document.

Note: Saving word processor documents as .txt removes any embedded graphics. Those graphic files will need to be saved separately and added to the test's *Picture Library* in order to use them in **EZ Test**. Once the graphics are placed in the library, you can add the pictures to the imported questions.

Convert Document to Plain Text

If you are using a word-processor to write your questions, you will first need to save the document as text only before you can import it into **EZ Test**.

1. In the word-processing program, click the **File** menu and select **Save As**.
2. Enter the file name.
3. Select (*.txt) in the *Save as type field*.
4. Click **Save**.

Note: Some versions of Microsoft Word prompt you to select the method of text encoding. Select the type, **Text only (*.txt)**.

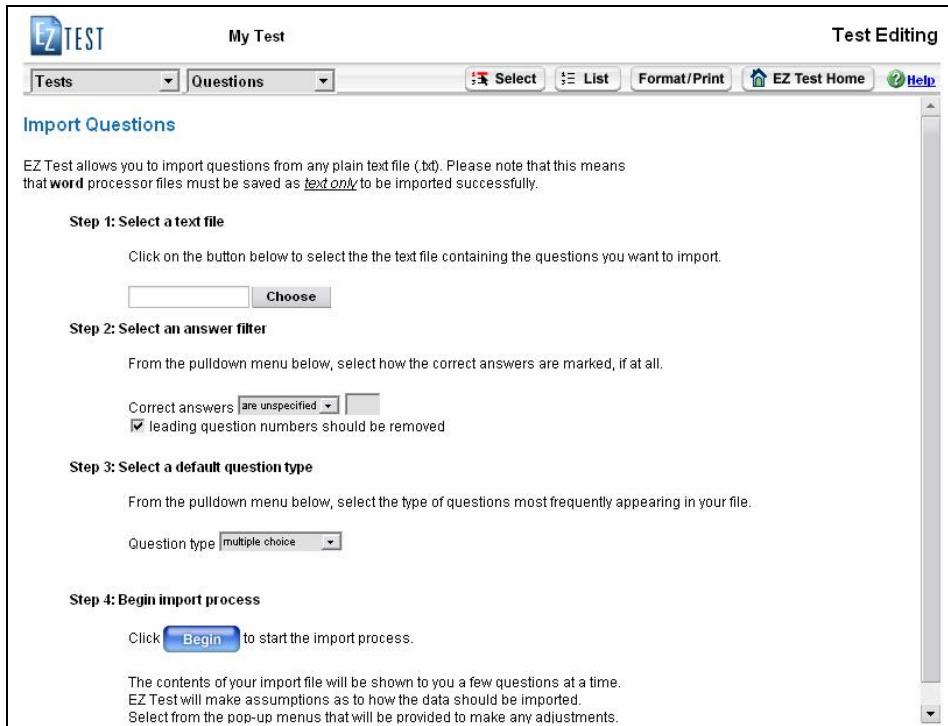
Now follow the directions in the *Import Questions* section to import your questions into **EZ Test**.

EZ TEST INSTRUCTOR USER GUIDE

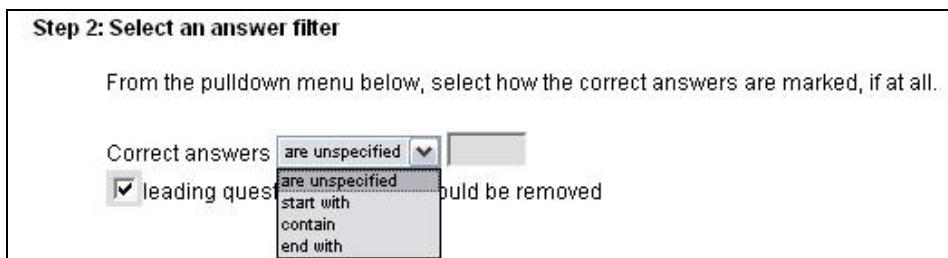
New Test Questions

Import Questions

1. From the **Questions** menu, select **Import Questions**.



2. Select the text file to import. The imported file must be from a plain text file (.txt) format. Click **Choose** to locate the file. (Note: The Choose button may be labeled differently depending on your browser)
3. Select an answer filter. The answer filter indicates how the correct answers for the test questions are marked in the file, if appropriate.



- To indicate how the correct answers are marked in the file, click the arrow and make your selection from the list, then type in the correct answer indicator in the box.
- To remove the question numbers from the imported file, click the *leading question numbers should be removed* box.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

4. Select a default question type. The default question type is the most common type of question in the import file. For example, if the most common type of question in the file is multiple choice, choosing multiple choice from the drop-down list will mean that you will need to spend less time assigning question types during the importing process.

Step 3: Select a default question type

From the pulldown menu below, select the type of questions most frequently appearing in your file.

Question type

- To select the default question type, click the arrow and make your selection from the list.
5. Click **Begin** next to Step 4: *Begin import process*.

The imported questions appear.

The screenshot shows the EZ Test software interface. At the top, there's a menu bar with 'EZ TEST', 'MyTest', 'Test Editing', 'Select', 'List', 'Format/Print', 'EZ Test Home', and 'Help'. Below the menu is a toolbar with dropdown menus for 'Tests' (set to 'response') and 'Questions' (set to 'E. 11250%'). The main area displays a list of imported questions:

- fill in the blank: What is the atomic weight of 100 atoms of H?
- ignore: _____
- multiple choice: Which of the following is a true statement?
 - A. _____
 - B. _____
 - C. _____
 - D. _____
- response: _____ estudiantes (students) hay en la clase?
- ignore: _____
- fill in the blank: What do you call it when a radioactive element emits neutrons, alpha and beta particles to become another element?
- response: _____
- survey: What do you think about hamburgers?
 - strongly like
 - like
 - indifferent
 - dislike
 - strongly dislike

At the bottom right of the interface, there's a 'Continue Import' button and a copyright notice: 'Copyright ©2005, The McGraw-Hill Companies, Inc.'

6. Review each line and indicate whether it is a question continuation line, an answer, or a correct answer.
7. Click **Continue Import**.

The *Test Editing* screen appears with the test question(s) added to the current test.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

The screenshot shows the 'Test Editing' screen for a 'Midterm' test. At the top, there are tabs for 'Tests' and 'Questions'. Below the tabs, there's a toolbar with icons for 'show full question', 'Select', 'Format/Print', 'EZ Test Home', and 'Help'. A button labeled 'Edit Instructions or Test Title' is also present. The main area displays 18 numbered questions. Each question has a type indicator (e.g., essay, num, rank, fill in, survey), a question text, and a set of edit icons. The questions are:

- essay Show one or more names given to the conflict in North America during the years 1861 through 1865.
- num What is the circumference of a circle of radius [r] centimeters?
- rank Order these event in chronological order with the oldest first...
- rank
- fill in The price of beans is often mentioned as being important in what country?
- num A triangle has a hypotenuse of length $((\sqrt{([a]^2+ [b]^2)}))$ and a side of length [b], what is the length of the other side?
- survey What do you think about hamburgers?
- num add 5 to 6
- c/a Choose planets from the list below...
- m/c Does the given point satisfy both equations below:
x - y < [c]
[dx]: {[f1 + #, -#]}y > [g]
([aa], [bb])
- m/c %media.appleicon.gif% is an old logo of what company?
- t/f Mars is the next planet away from our sun.
- m/c A triangle has a hypotenuse of length $((\sqrt{([a]^2+ [b]^2)}))$ and a side of length [b], what is the length of the other side?
- match Match these capitals to their countries:
- y/n Are ripe tomatoes red in color?
- m/c Which of the following satisfies the equation, $x + [y] = 14$?
- short Who is this famous cartoon character?%media:jquest.gif%
- short To take the derivative of the function %media:formula1.mml%, we must first recognize that it is what type of function?

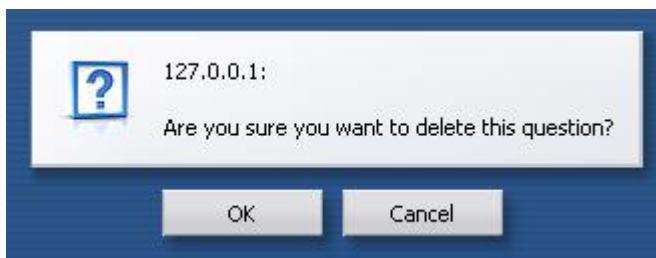
- Use the icons to edit the questions.

Delete the question

You must be on the *Select Questions*, *Edit Questions*, or *Test Editing* screen.



1. Click the **Delete icon** to remove the question from the test. A dialogue box will prompt you to confirm your action.



2. Click OK to delete the question. To halt the deletion and leave the question in the test, click Cancel.

Editing Test Questions

Edit question icon

To edit an individual question, you must be on the *Select Questions*, *Test Editing*, or *Edit Questions* screen.



1. Click the **Edit question icon** next to the question.

A screenshot of the EZ Test software interface. At the top, there's a menu bar with 'Tests', 'Questions', 'Edit', 'View', 'Object', 'Format', 'Table', and 'Help'. Below the menu is a toolbar with various icons. A question card is displayed in the center: '7. survey What do you think about hamburgers?'. To the right of the question are several navigation buttons: back, forward, list, categorize, preview, new, true/false, and a search icon. An edit icon (a pencil) is located to the left of the question text.

A new screen opens, based on the question type.

A screenshot of the 'Multiple Choice Question' editing interface. The title bar says 'EZ TEST Midterm'. The main area shows a question: 'Simplify the expression. Write your answer with positive exponents only.' with the equation $\frac{[a]^2}{[a]^5}$. There are buttons for 'Uses Reference' and 'Layout vertical'. On the right, there are options for 'Answer is choice A', 'long', 'Page', and 'Choice Order as listed'. Below the question, there's a section for 'Choice A' with the text '[a]^7'.

NOTE: If you enter changes by clicking the **Edit question icon** next to a question in the *source frame*, the edits are permanently applied to your source questions (i.e., your test bank or previously saved test).

If you enter changes by clicking the **Edit question icon** in the *test frame*, the edits are applied only to the selected question in this specific test.

2. Enter your changes using the question editing interface as described in the **Formatting** data section.
3. When you are finished, save your work by clicking any of the active navigation buttons at the top of the screen except for the **Revert** button. The **Revert** button will revert the question to its original state.
4. Click **Next** or **Previous** to move to and edit the next or previous question. Jump to a specific question in your test by selecting the question number from the **question number drop down** at the left side of the question editing navigation bar.

To return to the list of questions for this test click the **List** button.

Click **New** to save the current question and create a new question of the type selected in the question type drop down menu. The new question will be inserted into the test directly after the question you were editing.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

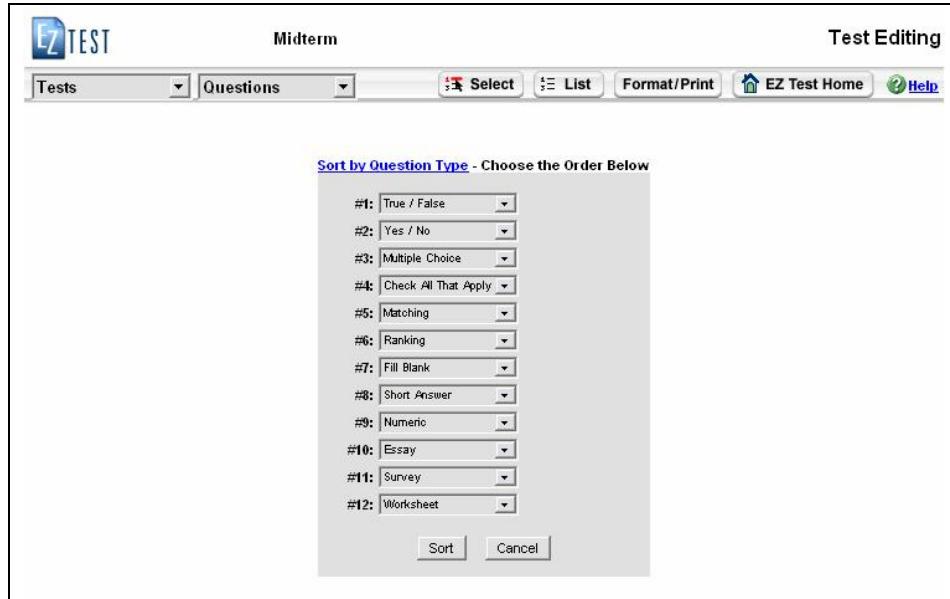
Sort the questions



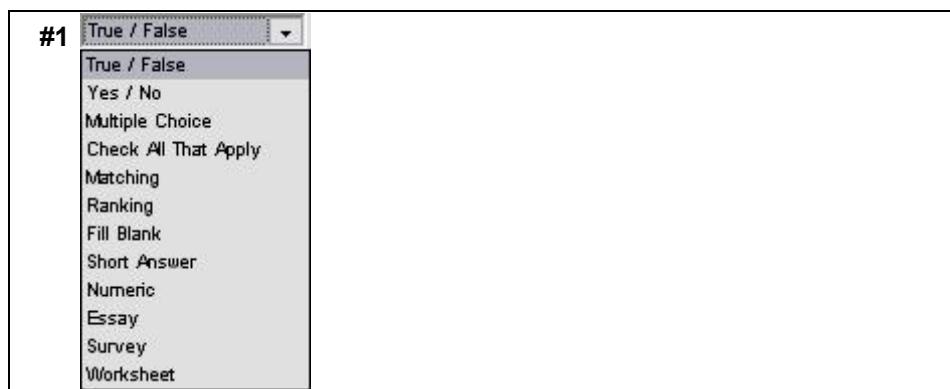
You can sort the order of all of the test questions so they print by question type. That is, you can group all of the multiple choice questions or all of the essay questions.

Your selections on this screen become the default order for your test.

1. From the *Questions* menu, select **Sort**.
2. The Sort by Question Type screen will appear



3. Select the first question type you want to print on the test. Click the arrow next to #1 and select the question type from the list.



- Repeat your selections until you are finished.
4. Click **Sort**. You will return to the *Test Editing* screen.
 - To create a new version of your original test, you can change the order of questions within the set order you defined. Use the **Scramble** option on the *Publishing Options* screen to create a new order.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

Categorize questions

On this screen, you can organize the test questions into groups. This organization helps in the selection process when you choose questions from one test to go into another. For example, you may use questions from a mid-term in a final.

1. From the **Questions** menu, select **Categorize Questions**.

Category	# of Questions
Algorithmic	10
Astronomy	2
Chemistry	5
Difficult	4
Easy	2
EZ - Question Samples...	23
History	2

- The **Category Summary** area table now displays all current categories for the selected test along with the number of questions assigned to each.
- To add/remove questions to/from a category click on the category's name in the summary listing.

2. To add a new category, type the name in the **New Category Name** field.

New Name: Key Concepts

Create New Category

3. Click **Create New Category**. The category name now appears in the **Current Category** list.

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

The screenshot shows the 'Categorize Questions' interface. At the top, there's a navigation bar with 'Tests', 'Questions', 'Select', 'List', 'Format/Print', 'EZ Test Home', and 'Help'. Below the navigation bar, the 'Midterm' test is selected. On the left, a 'Current Category' dropdown is set to 'key concepts', with a 'Remove Current Category' button below it. To the right is a 'Category Summary' button. Further right is an 'Add New Category' section with a 'New Name:' input field and a 'Create New Category' button. The main area is a 'Question List' table:

		Question List	
<input type="checkbox"/>	c/a	1. Choose planets from the list below...	<input type="button" value=""/>
<input type="checkbox"/>	m/c	2. It is estimated that 750 GT of carbon resides in the atmosphere and that another 5000 GT is stored in the Earth as fossil fuels. If [x]% of the total fossil fuel carbon is combusted and released into the atmosphere, what would be the percentage increase for carbon in the atmosphere?	<input type="button" value=""/>
<input type="checkbox"/>	m/c	3. Simplify the expression. Write your answer with positive exponents only. %media:2q.mml%	<input type="button" value=""/>
<input type="checkbox"/>	m/c	4. Which of the following has(have) the same electron configuration as Ne? Na ⁺ Mg ²⁺ O ²⁻ Mg ⁺	<input type="button" value=""/>
<input type="checkbox"/>	rank	5. Order these event in chronological order with the oldest first...	<input type="button" value=""/>
<input type="checkbox"/>	num	6. A triangle has a hypotenuse of length $(\sqrt{([a]^2+[b]^2)})\#\#\#$ and a side of length [b], what is the length of the other side?	<input type="button" value=""/>
		7.	<input type="button" value=""/>
		<input type="button" value="Gas"/> <input type="button" value="Molecular Mass"/>	

4. To apply the category, click the box next to the question in the *Question List*. Repeat this step for each question you want to add to the category.

The screenshot shows the 'Categorize Questions' interface with the 'Current Category' dropdown set to 'key concepts'. The 'Question List' table now shows three questions with checked checkboxes:

		Question List	
<input checked="" type="checkbox"/>	c/a	1. Choose planets from the list below...	<input type="button" value=""/>
<input type="checkbox"/>	m/c	2. It is estimated that 750 GT of carbon resides in the atmosphere and that another 5000 GT is stored in the Earth as fossil fuels. If [x]% of the total fossil fuel carbon is combusted and released into the atmosphere, what would be the percentage increase for carbon in the atmosphere?	<input type="button" value=""/>
<input checked="" type="checkbox"/>	m/c	3. Simplify the expression. Write your answer with positive exponents only. %media:2q.mml%	<input type="button" value=""/>
<input type="checkbox"/>	m/c	4. Which of the following has(have) the same electron configuration as Ne?	<input type="button" value=""/>

- To select another category, use the drop-down arrow to select the **Category** from the *Current Category* list.
- To remove questions from the category, click the box again to uncheck the box.
- To remove the category, click **Remove Current Category**.

5. The **Category Summary** button will display the *Category Summary* table as described in step 1.

Alternatively, you can use the **Categorize** button while editing test questions without having to switch to the main Categories screen. Please refer to the Categorize button in the *New Test Questions* section under *Question Editing Navigation Bar*.

Multimedia Library

The *Multimedia Library* is where all graphics, formulae and .mp3 sound files used in a test reside. Each library is unique to a specific test or test bank chapter. You can add, preview, and remove pictures, formulae and .mp3 files from any library.

Add (import) the pictures to the library at the size you want to use.

If you need to re-size the picture, use an image editor. You can't re-size pictures within EZ Test, so re-size the picture before you add it.

Add a Picture to Multimedia Library



- From the *Questions* menu, select **Multimedia**.

The Multimedia Library screen lists the items that are currently available.

A screenshot of the EZ Test software interface. The title bar says "EZ TEST Bio Chapter 1 Test Editing". The left sidebar has "Questions" selected. The main area is titled "Multimedia Library". It contains a "Pictures" table with one row:

Pictures	Size	Used in	Modified
basicbrain.gif	16935 bytes	no questions	7/17/06 11:48:35 PM CDT

Below the table, there are two messages: "No formulae in this test's multimedia library." and "No sounds in this test's multimedia library." There are "Choose" and "Import" buttons at the bottom.

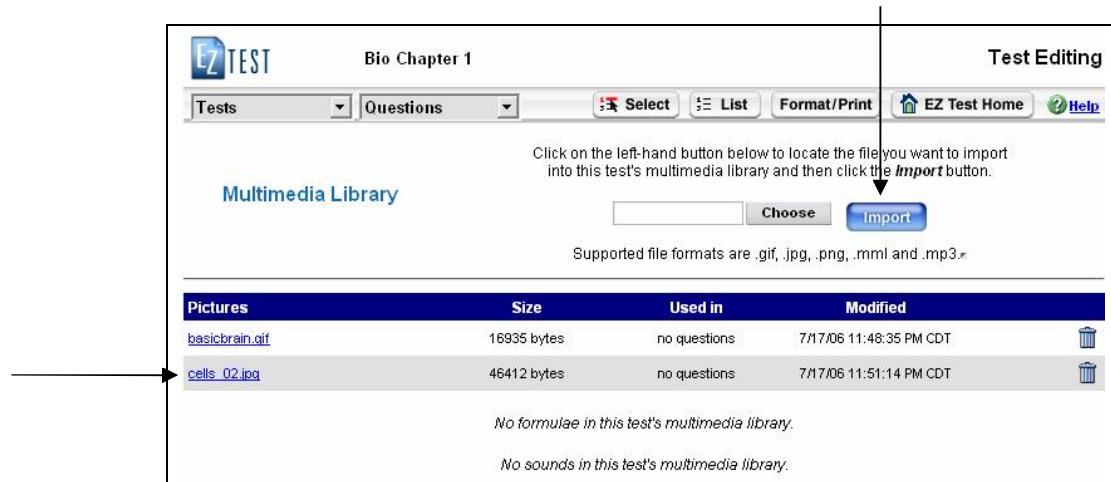
- Next, locate the picture you want to add to the library. Click **Choose** and use the locate the file using the dialogue box that opens.

A screenshot of a "Choose File" dialog box. The title bar says "Choose File". The main area contains the message "Click on the left-hand button below to locate the file you want to import into this test's multimedia library and then click the Import button." Below this is a "Choose" button and an "Import" button. At the bottom, it says "Supported file formats are .gif, .jpg, .png, .mml and .mp3." A vertical arrow points from the "Choose" button in the first screenshot to the "Choose" button in this dialog box.

Note: The *Choose* button may be labeled differently due to differences in web browsers.

Import

3. Click **Import**. The picture file name appears in the list of Library items.



The picture file name is also available when authoring or editing a question using the *Insert Multimedia from Library*.

Add a Print Resolution Picture to Multimedia Library

To import a higher resolution picture for printing better looking images within your paper test:

1. Save your image as an 8-bit, 200 dpi (dots per inch) PNG file. When naming your file add **PRINT.png** at the end of the image file name. For example, if your image file is to be named **MyPicture**, you would save it as **MyPicturePRINT.png**.

(**Note:** If your picture is color, the .PNG file must be saved as an 8-bit color image. Higher color depths are not supported at this time.)

2. From the *Questions* menu, select **Multimedia**.
The Multimedia Library screen lists the pictures that are currently available.
3. To add the picture to the library, enter the location on the computer or network. Click **Browse** and locate the file you renamed with the **PRINT.png** suffix.
4. Click **Import**. EZ Test will import the 200dpi image and automatically create a lower resolution version of the image for use with EZ Test Online. The picture name appears in the *Multimedia Library* without "PRINT" in the file name. It will have an asterisk next to the image name to indicate this is a "print" version image.

Adding Multiple Pictures to Multimedia Library

If you have multiple images you would like to import into EZ Test at one time, you can. Simply place all of your images into a .ZIP archive file and follow the same instructions for adding a picture to the multimedia library mentioned above. EZ Test will automatically extract and import all the images you included in the .ZIP file.

Remove a Picture from Multimedia Library

To remove a picture from the Multimedia Library, simply click the delete icon  in the row containing the picture you wish to remove.

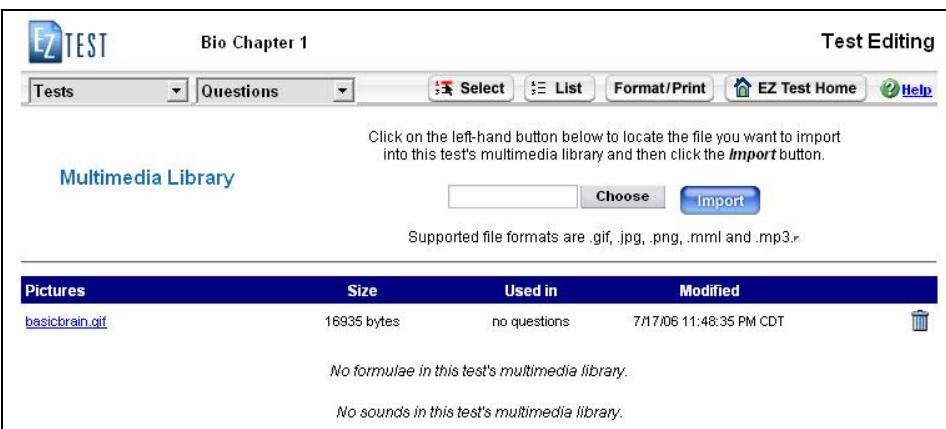
(Note: This will remove the picture from the library. However, any question that used this picture will still contain a reference to the picture. You must manually remove these from the question by editing the question directly.)

Add a Sound File to the Multimedia Library

The addition of this feature is intended for tests delivered online via EZ Test Online.

1. From the *Questions* menu, select **Multimedia**.

The Multimedia Library screen lists the media that are currently available.

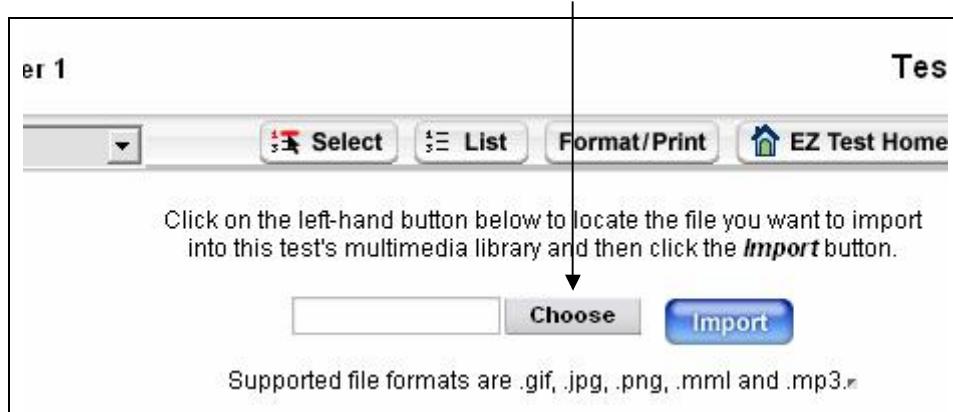


Pictures	Size	Used in	Modified
basicbrain.gif	16935 bytes	no questions	7/17/06 11:48:35 PM CDT

EZ TEST INSTRUCTOR USER GUIDE

New Test Questions

2. To add a MP3 audio file to the library, enter the location on the computer or network. Click **Choose** and locate the file.



Note: The Choose button may be labeled differently due to differences in web browsers.

Import

3. Click **Import**. The .mp3 file name appears in the *Library* area.

The screenshot shows a software window titled "Bio Chapter 1". At the top is a toolbar with buttons for "Tests", "Questions", "Select", "List", "Format/Print", "EZ Test Home", and "Help". Below the toolbar is a message: "Click on the left-hand button below to locate the file you want to import into this test's multimedia library and then click the Import button." A large blue arrow points from the previous "Import" button to this "Import" button. Below the message is a "Multimedia Library" section. It contains two tables: "Pictures" and "Sounds". The "Pictures" table has two entries: "basicbrain.gif" and "cells_02.jpg". The "Sounds" table has one entry: "tympanic.mp3". Underneath the tables is a message: "No formulae in this test's multimedia library." The "tympanic.mp3" entry in the "Sounds" table has "Play" and "Stop" buttons next to it.

- You can preview the sound by clicking the **Play** button and stop it using the **Stop** button.
- The .mp3 file name now also appears in the Library Item list (in the *Insert Multimedia from Library* menu in the text boxes on the *Edit Questions* screen).

Remove a Sound File from the Multimedia Library

To remove a .mp3 file from the Multimedia Library, simply click the delete icon in the row containing the audio file you wish to remove.

(Note: This will remove the audio from the library. However, any question that used this audio file will still contain a reference to the .mp3 file. You must manually remove these from the question by editing the question directly.)

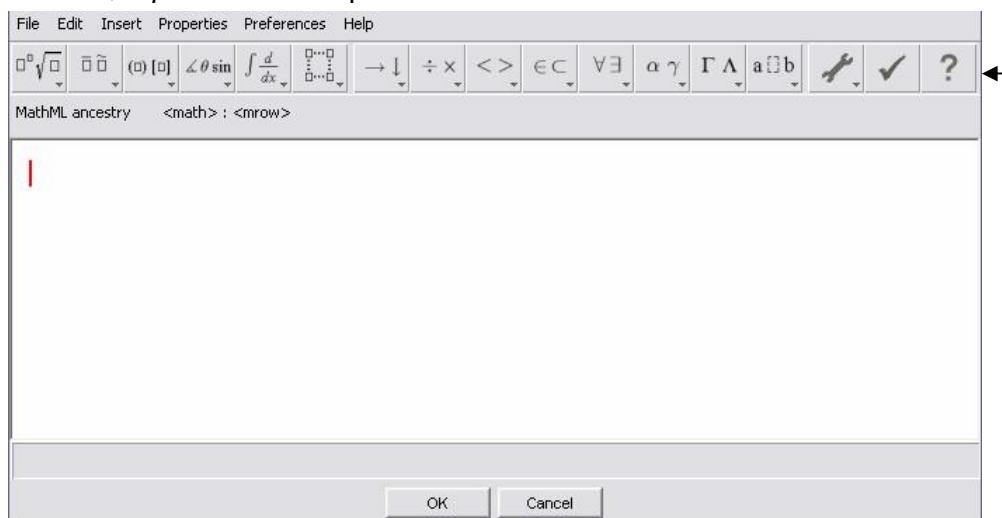
Add a Formula to the Multimedia Library

You can import a formula that was saved in the .mml file format. To create a formula to use in your test, it must first be created while editing or adding a new question using the *Insert Equation* icon or option from the Object menu. (See the **Question Formatting** section regarding the Rich Text editor toolbar icons and Insert menu items)

Create the Formula

While in the question edit mode, place your cursor where you want to insert the new formula and click the Insert Equation icon  in the question editing toolbar.

The *WebEQ Equation Editor* opens.

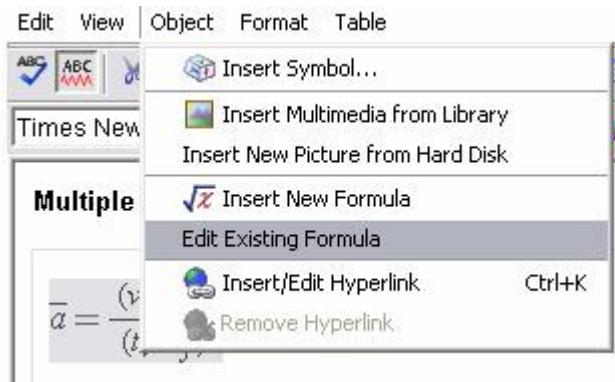


The WebEQ Equation Editor is based on the idea of an *equation template*. There are templates for fractions, subscripts, superscripts, matrices, etc. The Equation Editor templates and symbols are directly based on MathML.

Detailed Equation Editor help documentation can be accessed by clicking the question mark button located on the right side of the Equation Editor toolbar.

Edit a Formula

1. Access the question containing the formula you wish to edit from the List of Questions screen.
2. Click the formula in the question text area to select it.
3. Select **Edit Existing Formula** from the Object drop down menu.



4. Enter the changes in the *Equation Editor*.
5. Click **OK** in the *Equation Editor*.

Remove a Formula

To remove a formula from a within a question:

1. Click on the question to access the question edit screen.
2. Click on the formula in the question edit area to select the formula.
3. Press the delete key on your keyboard.

To remove a formula from the Multimedia Library, click the trash can icon on the row containing the formula you wish to delete.

(Note: This will remove the formula from the library. However, any question that used this formula will still contain a reference to the formula. You must manually remove these from the question by editing the question directly.)

Formulae and Random Variables

EZ test allows the inclusion of random variables and calculations in WebEQ formulae. However, there can be some syntax conflicts that need to be considered when entering formulae.

Brackets [] and braces { } are assumed to be delimiters of variable references and calculations within the EZ Test application. If you want to use brackets or braces within your formula and do not want EZ Test to decode them as variable references or calculations, an additional step is necessary.

1. Create or edit the formula as you normally would using WebEQ and click OK.
2. Then while in the Question Edit screen, switch the rich text editor view to Code View and locate the Math ML elements for the brackets or braces you wish to preserve. On left brackets or braces, precede each with a space. On right brackets or braces, add a space after them.

For example, if you had created an the following equation:

$$\frac{[a]x^3 - [b]x^2 + [c]}{3}$$

and you wanted to preserve the brackets, i.e. prevent EZ Test from interpreting a, b and c as variables, you would do the following in code view.

Locate the MathML elements containing the braces. For example purposes below are the MathML elements for [a].

```
<mo>[</mo><mi>a</mi><mo>]</mo>
```

You would then insert a space before the left bracket and a space after the right bracket to prevent EZ Test from interpreting as random variables.

```
<mo> [</mo><mi>a</mi><mo>] </mo>
```

EZ Test now will not try to decode [a] as a random variable. You would continue the same formatting for [b] and [c].

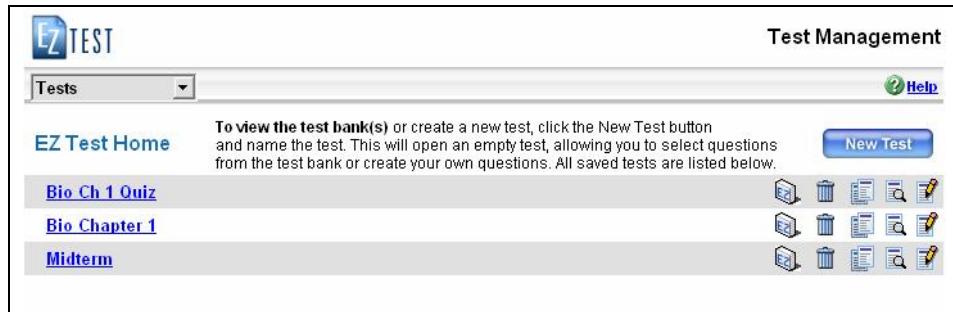
3. Once you've finished adding your spaces, click Save to save your changes.

EZ TEST INSTRUCTOR USER GUIDE

Test Management

All test management activities are handled on the *EZ Test Home* screen.

You can click on the **EZ Test Home** button from anywhere in the test to return to the test index.



Test Management icons

Use the icons on the *Test Management* screen to manage saved tests.

- Create a .zip file that you can share with others and to upload to EZ Test Online® for online delivery of your tests. EZ Test Online allows you to deliver your tests online and is free to any registered EZ Test customer.
- Delete a test permanently from the list of saved tests.
- Edit a copy of a saved test. You can permanently apply the changes, or create a new version.
- Open the *Publishing Options* window for the test.
- Edit this test to apply formatting and wording changes.

Export your test

You can export your current test into a file that you can share with others or upload it to the free EZ Test Online service to deliver your tests online. The file is saved as a .zip file.

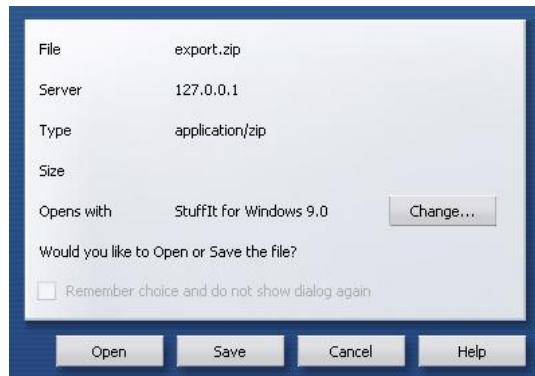
To find out more about EZ Test Online, contact your McGraw-Hill representative, or go to www.mhhe.com and register or login if you are already registered. Once registered, all documentation and online help is available to assist you in uploading your exams for online use.



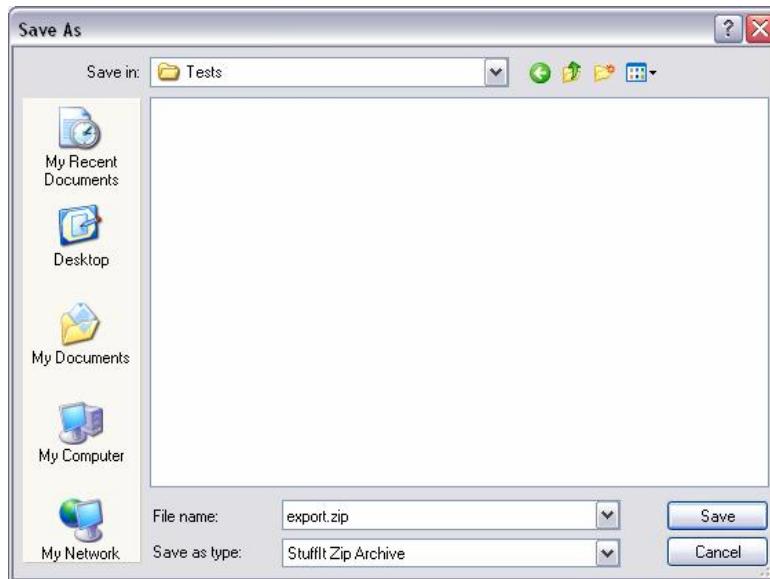
1. On the *EZ Test Home* screen, click the **Make an EZ-Test File** icon.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the following dialogue boxes below. Also, please be aware that **the Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck "open safe files after downloading" in Safari's preferences.

- 2.



3. In the dialogue box, click **Save**. The **Save As** dialogue box appears.



4. Enter the file name for the test and click **Save**.

The .zip file can be imported into EZ Test using the **EZ Test Import** option in the *Tests menu*. This zip file should NOT be expanded but kept intact.

Edit a test



1. Click the **underlined test title** or **edit test icon** on the same line as the test title.

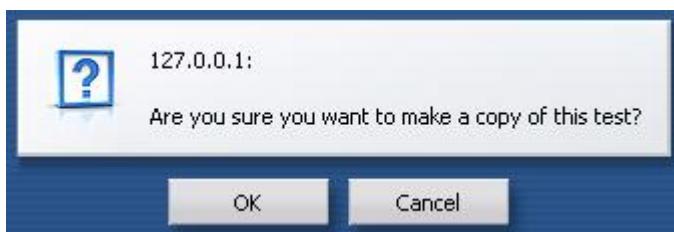
If you already have questions selected for the selected test the List of Questions screen will appear. If you have not selected any questions for the test, the Select Questions screen will appear showing available Test Banks.

2. After you have edited your test, selecting *EZ Test Home* from the Tests menu will return you to the EZ Test home page.

Edit a copy of the test



1. Click the **edit a copy icon** on the same line as the test title.



2. Click **OK**. Your copy of the test will be renamed, *Copy of [your test name]*.

To rename the copy

1. Click the **Edit Instructions or Test title icon**.
 - You can also select *Title/Instructions* from the **Questions** menu.
2. Enter your new test name in the *Title* field and click **Save Changes**.

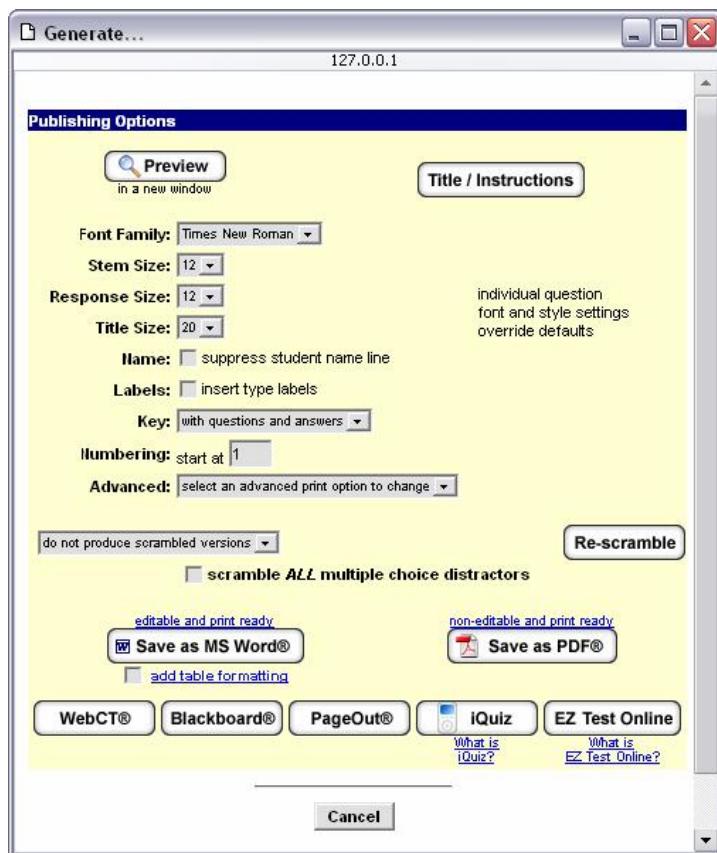
Preview a test



1. Click the **preview icon** on the same line as the test title. The *Publishing Options* for the selected test will open in a new window.

EZ TEST INSTRUCTOR USER GUIDE

Test Management



2. Click **Preview**. A window of the test will appear in a new window.
3. When you are finished reviewing the test, click the browser window **Close box**. (Windows users – top right button, Mac users – top left red button).

Delete a test



1. Click the **Delete test icon** to permanently remove your test from the list of saved tests.

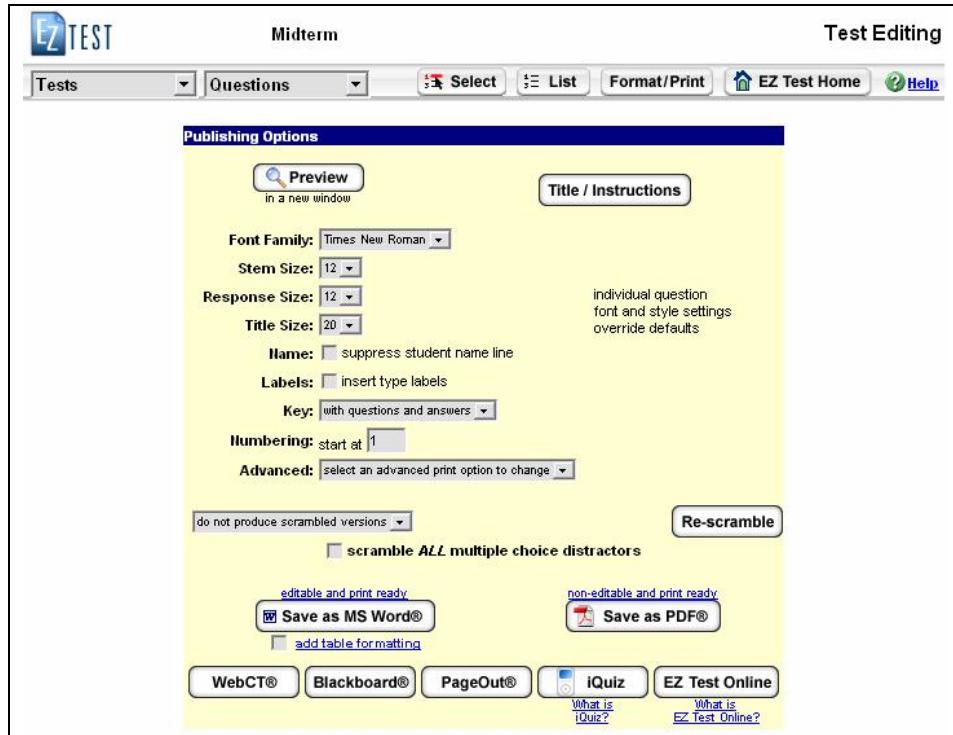


2. Click **OK**.

EZ TEST INSTRUCTOR USER GUIDE

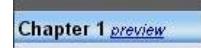
Publishing Options

The preview, format and save tasks are performed from the *Publishing Options* screen.



You can access this screen by:

- Clicking **Format/Print** in the top navigation bar.
- Clicking on the **preview icon** on the *EZ Test Home* screen
- Selecting *Format/Print* from the **Questions** menu.
- Clicking the **preview link** in the *test frame*.

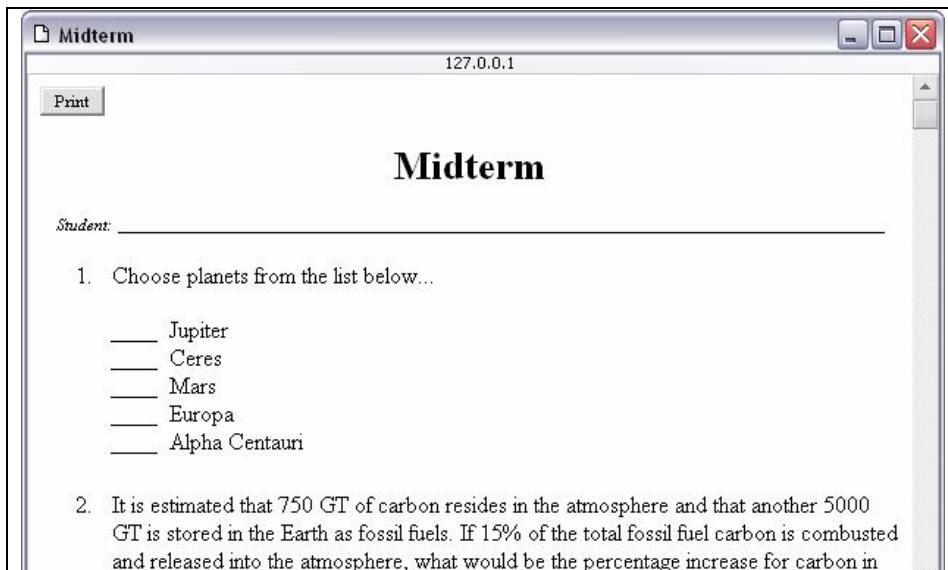


EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

Preview the test

1. To view the entire test and answer key, click **Preview**. The test opens in a new window.



NOTE: Windows users running the Opera browser (included with EZ Test Windows) can print tests that are paginated properly from within EZ Test using the PRINT button in the Preview window. Additionally, a question category summary is available at the bottom of every exam for your reference.

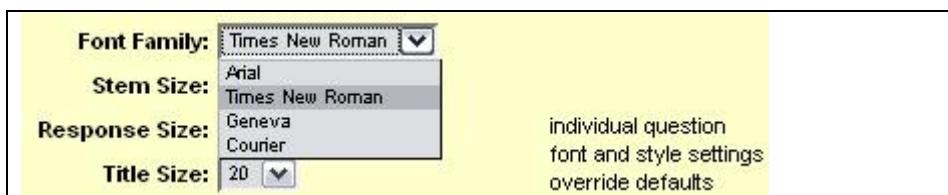
2. When you are finished reviewing the test, click the **Close box** in the upper right.

Change the global font choice

The *Publishing Options* screen allows you to designate the font family and font size for the entire test. Realize that your selections made on this screen will not override any selections you may have made for individual questions.

Times New Roman is the default font.

1. To apply a global font, click the **drop-down arrow** next to *Font Family* and select the font from the list. This becomes the font for the stem, response and title.



2. You can change the font size for the *Stem*, *Response*, and *Title*. Click the **arrow** next to the element, and then select the font size from the list.

EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

Student name line

EZ Test automatically prints a line for the student's name on the test.

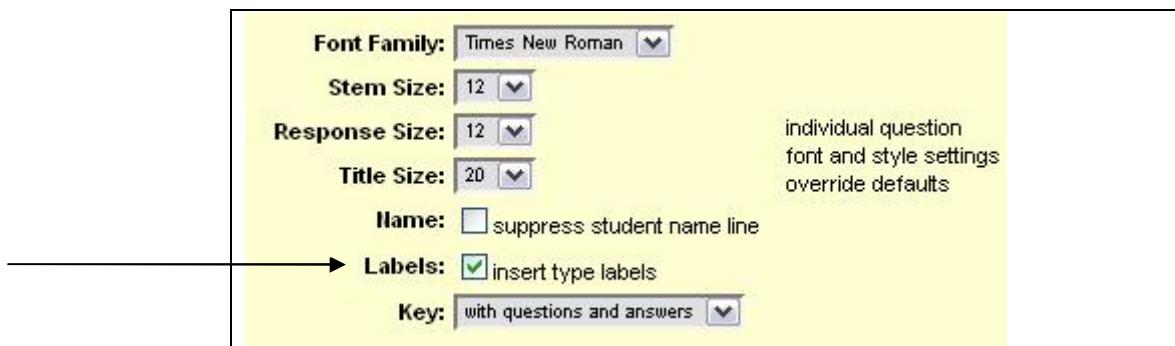
Name: suppress student name line

- To suppress the student name line, check the **box** next to **Name**.

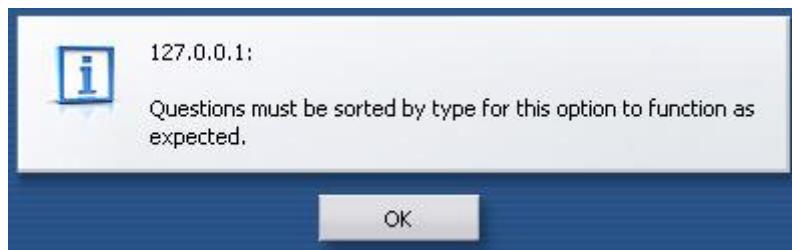
Insert question type labels

You can add labels above the question types.

- To add labels, click the box next to **Labels**.



- When you click the Labels checkbox, you will be reminded that the questions must be sorted for best results.

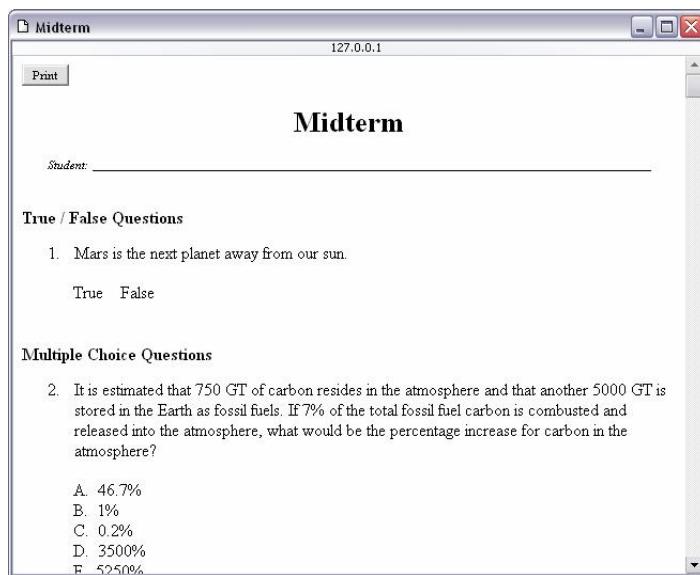


- Click **OK** (and, if necessary, select **Sort** from the **Questions** menu to sort the questions).
- To check the layout of the labels on your test, click **Preview**.

The test appears in a new window, with labels preceding each question type.

EZ TEST INSTRUCTOR USER GUIDE

Publishing Options



- To edit the labels, click the **Title/Instructions** button on the *Publishing Options* screen.

Key options

EZ Test prints the test questions and all available answers by default. You can print a shorter version of the test key that lists only the number of the test question and the correct answer. You can also choose not to print the answer key.

- Click the drop-down arrow next to the **Key** box.

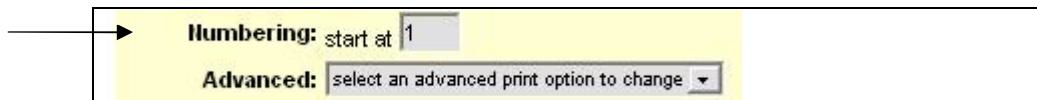


- Select your preference from the list.

Numbering

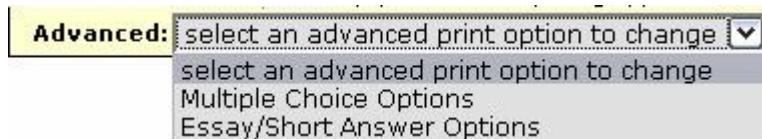
The **Numbering** text field allows you to optionally enter a start value for numbering your test questions when printed or saved. The default is 1.

- Enter the number you wish your test question numbering to start at.



Advanced

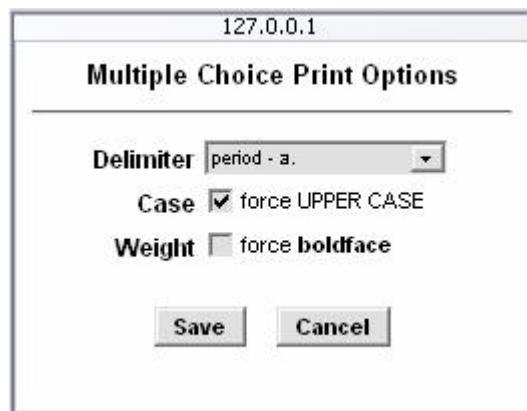
The Advanced layout drop down menu allows you to modify the way multiple choice answer choices and short answer/essay question line spacing appear.



Multiple Choice Options

Select "Multiple Choice Options" from the Advanced layout drop down menu.

The Multiple Choice Print Options window will open.



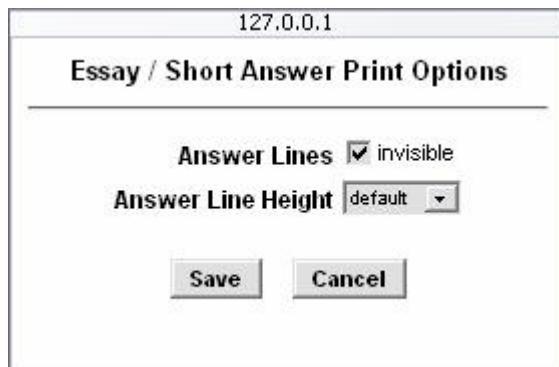
- Select the type of Delimiter you would like to appear after each answer choice letter, i.e. a period, colon or right parentheses.
- Check the Case checkbox if you want all the answer choice letters to be capitalized.
- Check the Weight checkbox to make all the answer choice letters bold.
- Click Save to save your options and return to the Export for Print/CMS screen.

You can preview how your changes will look by clicking the Print Preview button.

Essay/Short Answer Options

Select "Essay/Short Answer Options" from the Advanced layout drop down menu.

The Essay/Short Answer Print Options window will open.



The options available will allow you to control the way the answer lines appear for Essay and Short Answer questions in your test.

Please note that this does not allow you to set the number of lines that appear. You will need to edit the Essay or Short Answer questions directly to set the number of answer lines that are available for each question.

- Click the Answer Lines checkbox to hide the answer lines and just leave a blank space below the question for your students to write their answers.
- The Answer Line Height allows you to change the spacing between each of the answer lines. Short and very short narrow the vertical spacing between the answer lines. Tall and very tall widen the vertical spacing between the answer lines.
- Click Save to save your options and return to the Export for Print/CMS screen.

You can preview how your changes will look by clicking the Print Preview button.

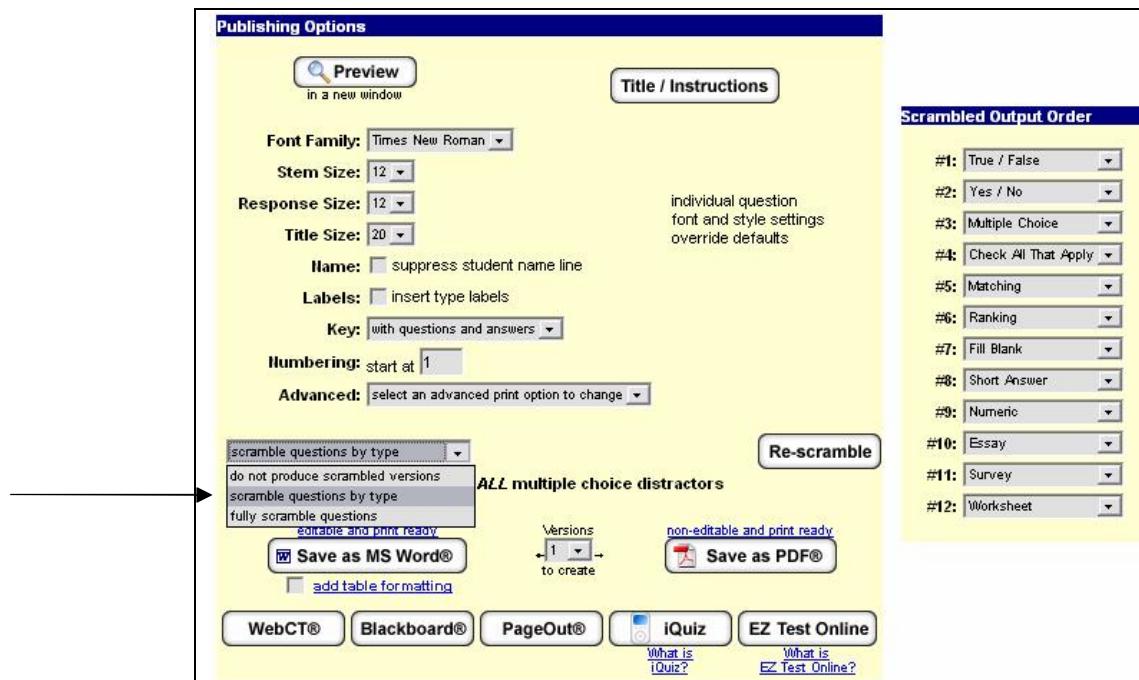
EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

Create multiple versions

You can create and save multiple versions of your test, reordering the questions within a question type in a scrambled order.

1. Select **scramble questions by type** from the **scramble drop-down list** to the left of the Re-Scramble button.



NOTE: When you select **scramble questions by type** from the **scramble drop down list**, the questions are immediately re-ordered within the question types. Whenever **do not produce scrambled versions** is selected, the question order returns to the order you created during selection or set using the **Sort Order** menu.

2. Next, select the order for the test questions. Under the **Scrambled Output Order** box, set the grouping of questions for printing the test. Click on the **drop-down menu** next to the numbered position and select the order you want.
3. Repeat this step until you are finished.

For example, you may want all of the True/False questions to appear first on the test, then all of the Multiple Choice questions.

- Next to #1, select **True/False** from the list.
- Next to #2, select **Multiple Choice**.

The questions will now print in this new order.

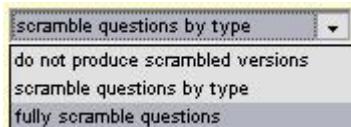


EZ TEST INSTRUCTOR USER GUIDE

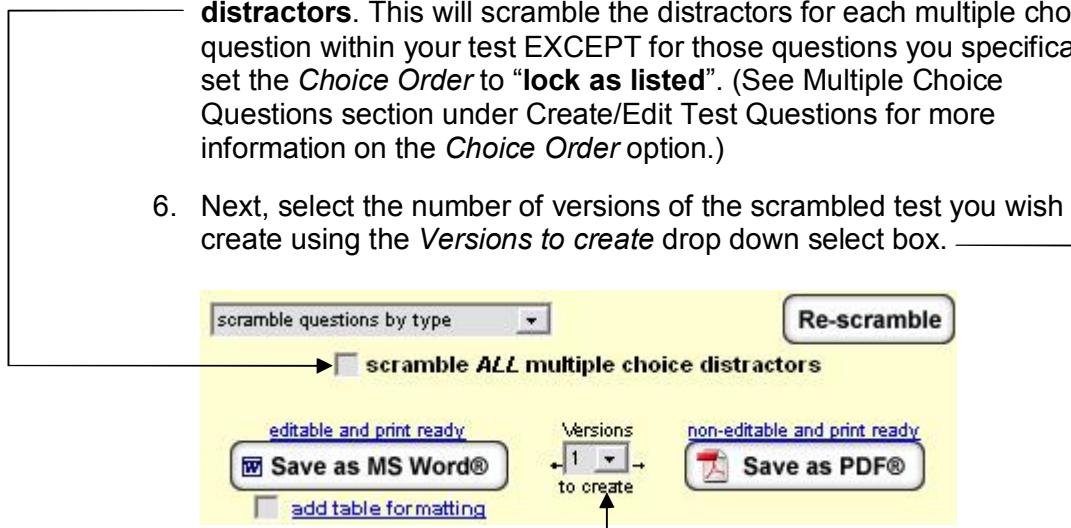
Publishing Options

If you want, you can click **Preview** to check the new question order. Each time you scramble, EZ Test will scramble the items within each question type.

4. You can also select **fully scrambled questions** from the *scramble drop down list*. This option scrambles questions independent of question type order.



5. Additionally, if you want to scramble all the multiple choice question distractors, check the box next to **scramble ALL multiple choice distractors**. This will scramble the distractors for each multiple choice question within your test EXCEPT for those questions you specifically set the *Choice Order* to "**lock as listed**". (See Multiple Choice Questions section under Create/Edit Test Questions for more information on the *Choice Order* option.)
6. Next, select the number of versions of the scrambled test you wish to create using the *Versions to create* drop down select box.



You have the option of creating up to 15 scrambled versions.

7. Save your test as either MS Word or PDF. See following sections for details on each format.

Re-Scramble for Additional Versions

Re-scramble allows you to create more versions if you wish to output tests one at a time. The new *Versions to Create* option mentioned in step 6 above is a much more efficient method of saving multiple versions of your test.

Re-scramble

1. Click **Re-scramble**. The questions are placed in a new order, but are still sequenced by the question type set in the *Scrambled Output Order* selections.
 - If you want, you can click **Preview** to check the new question order.
2. If the question order is acceptable, save your new test as either a Word Document or a PDF.
3. To create another version, repeat these steps. (See following page for output examples)

EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

Midterm Version A

1. Mars is the next planet away from our sun.
True False
2.  is an old logo of what company?
A. London Fog
B. McDonalds Corporation
C. Apple Computer, Inc.
D. General Electric Corporation
3. A triangle has a hypotenuse of length 7.81 and a side of length 6, what is the length of the other side?
A. 5
B. 1.81
C. 25
4. Does the given point satisfy both equations below:
 $x - y < 15$
 $5x + 12y > 4$
(-3, 11)
A. no
B. yes
5. Choose planets from the list below...

Midterm Version B

1. Mars is the next planet away from our sun.
True False
2. Does the given point satisfy both equations below:
 $x - y < 8$
 $-1x + 1y > -2$
(-4, 7)
A. yes
B. no
3.  is an old logo of what company?
A. Apple Computer, Inc.
B. London Fog
C. McDonalds Corporation
D. General Electric Corporation
4. A triangle has a hypotenuse of length 7.28 and a side of length 7, what is the length of the other side?
A. 2
B. 0.28
C. 4
5. Choose planets from the list below...

Midterm Version C

1. Mars is the next planet away from our sun.
True False
2. A triangle has a hypotenuse of length 10.63 and a side of length 8, what is the length of the other side?
A. 7
B. 2.63
C. 49
3. Does the given point satisfy both equations below:
 $x - y < -2$
 $7x + 9y > 3$
(12, -12)
A. yes
B. no
4.  is an old logo of what company?
A. London Fog
B. General Electric Corporation
C. Apple Computer, Inc.
D. McDonalds Corporation
5. Choose planets from the list below...

EZ TEST INSTRUCTOR USER GUIDE

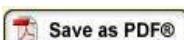
Publishing Options

Save your test

You can save your test in PDF or in MS Word format.



Save your test as an MS Word document when you wish to edit the layout or print it out.

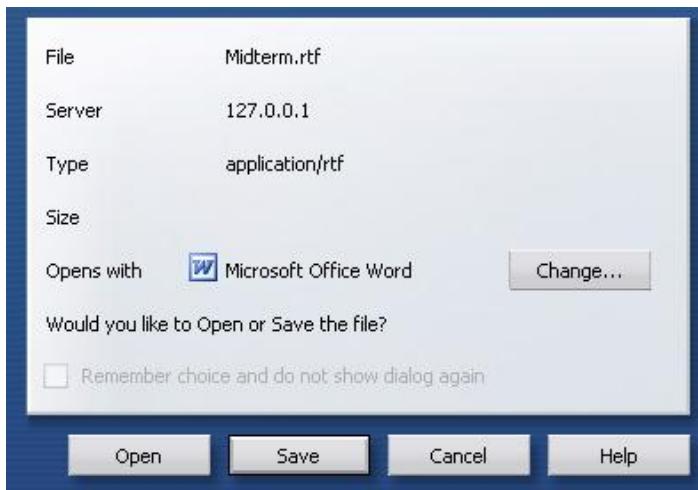


Use the PDF format to produce a final formatted layout of the original version.

Save as MS Word®

1. Click **Save as MS Word®**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below.

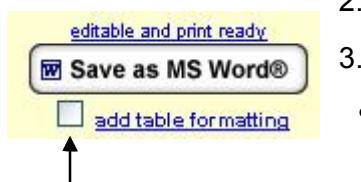


If you have selected to create more than one scrambled version of your exam using the *Versions to Create* drop down select box available in the *produce Scrambled Versions* mode, EZ Test will provide a .zip file that contains each scrambled version of the test in separate .rtf files. Note that when exporting multiple versions of a test that contains several graphics, there will be a noticeable delay anywhere from several seconds to several minutes to generate your tests.

2. Click **Save**.

3. In the Save As dialogue box, enter the file name and click **Save**.

- Optionally, check the box next to "add table formatting" if you want the test to be output with extra tables to indent the test numbers, questions and answers. The Word document will be more difficult to edit your due to the nested tables used when this option is selected.



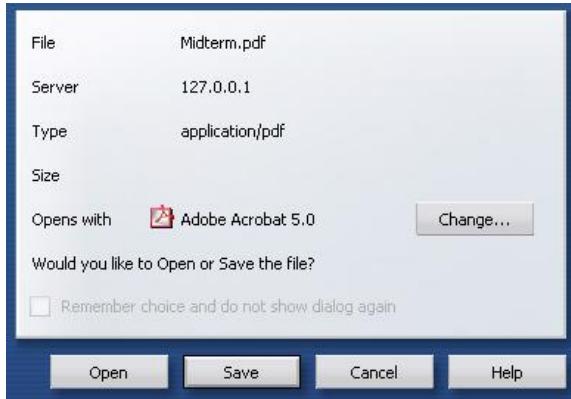
EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

Save as PDF®

1. Click **Save as PDF**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below.



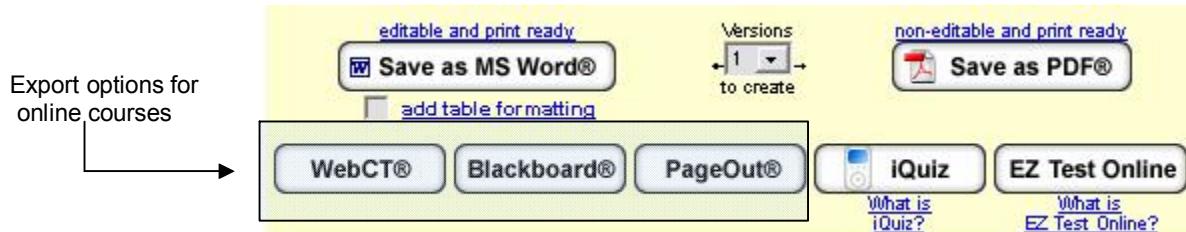
If you have selected to create more than one scrambled version of your exam using the *Versions to Create* drop down select box, EZ Test will provide a .zip file that contains each scrambled version of the test in separate PDF files. Each PDF will have the version number listed under the test title.

2. Click **Save**.
3. In the Save As dialogue box, enter the file name and click **Save**. You can now print the test from the PDF file.

Export for online courses

If your school uses a course management system, you can export your test for online assessment.

EZ Test supports WebCT, Blackboard, PageOut.



EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

WebCT®

You have the ability to export your test in the new WebCT® CE6 format as well as earlier versions of WebCT. Note that WebCT cannot support all of the question formats available in EZ Test. Those unsupported formats will not be exported.

The screenshot shows a user interface for generating a WebCT export file. It includes instructions to click 'Generate WebCT® CE6' or 'Generate WebCT®' for earlier versions. It also has fields for 'Media Directory URL' and 'WebCT Category'. A checkbox for 'include category and page info in feedback' is checked. A 'Generate WebCT®' button is present. A note at the bottom states: 'Questions which WebCT's system is incapable of supporting will not be included in the export.' A 'Return to Format/Print Options' link is also visible.

To export a file for WebCT® CE6:

1. On the *Publishing Options* screen, click the **WebCT®** button.
2. Click **Generate WebCT® CE6**

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below in steps 3 & 4. Also, please be aware that **the Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck "open safe files after downloading" in Safari's preferences.

3. Click **Save** on the *File Download* dialogue box.
4. Enter the file name and click **Save**.

To import the WebCT® CE6 file:

1. Once you have the exported WebCT CE6 ZIP file saved to your hard drive.
2. Login to your WebCT CE6 account.
3. We will assume you have an existing course you want to import your exported EZ Test file into.
4. Select the course from the course list.
5. On the *Assign Course Content* screen, select **Import** content from file.
6. A Content Browser window will open.
7. Select **My Computer** and click the **Browse** button.
8. Locate the exported EZ Test ZIP file you saved to your hard drive, then click **OK**.

EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

9. The EZ Test file will be imported into your course. An import progress screen will be displayed and inform you if there are any problems with the imported file.

Your test has now been successfully imported into WebCT CE6. You can now use the imported questions in your WebCT assessments.

For earlier versions of WebCT®:

1. On the *Publishing Options* screen, click the **WebCT®** button.
2. Enter the *Media Directory URL*. This is the location of the media on your hard drive or network.
3. Enter the *WebCT Category*.
4. Click **Generate WebCT**. The WebCT output will be a .zip file.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below in steps 5 & 6. Also, please be aware that **the Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck “open safe files after downloading” in Safari’s preferences.

5. Click **Save** on the *File Download* dialogue box.
6. Enter the file name and click **Save**.

To import file exported for earlier versions of WebCT®:

Once you have exported your WebCT file, locate the exported ZIP file you saved.

1. Unzip the EZ Test WebCT file to a folder.
2. Inside of the unzipped folder you will find a text file and any images that are used in your test. If you want, rename the text file to represent the question set it contains. Do not use any spaces in the name of the file, for example *Chapter1.txt*
3. Next, log in to your WebCT course account.
4. Select the course you want to import your EZ Test questions into.
5. Select **Quizzes** from the course Home Page
6. Click the **Question Database** link
7. Next, select **Import Questions from file** in the *actions* panel
8. Click **Browse...** to open the File Browser window.
9. In the Upload File section, click **Browse** again and locate the text file you had exported from EZ Test
10. Click the **Upload** button. The file will appear in the File Browser area once uploaded.
11. Click the **Add Selected** button to close the File Browser window.
12. Click the **Import** button on the **Import From File** screen.

EZ TEST INSTRUCTOR USER GUIDE

Publishing Options

13. Review the questions that have been imported. If the questions look correct, click the **continue** button at the bottom of the question list to commit the questions to the WebCT question database.

The new questions are now available to add to your WebCT assessments.

Blackboard®

1. On the *Publishing Options* screen, click the **Blackboard** button.

The screenshot shows the 'Midterm' test editing interface. At the top, there are dropdown menus for 'Tests' and 'Questions', and buttons for 'Select', 'List', 'Format/Print', 'EZ Test Home', and 'Help'. Below these is a section labeled 'Enter:' with a field for 'Blackboard Resource Name' containing 'Midterm'. A note below says 'required'. A large button labeled 'Generate Blackboard®' is centered, with a smaller note underneath stating: 'Questions which Blackboard's assessment component is incapable of supporting will not be included in the export.' At the bottom is a link 'Return to Format/Print Options'.

2. Enter the **Blackboard Resource Name**.
3. Click **Generate Blackboard**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below. Also, please be aware that the **Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck "open safe files after downloading" in Safari's preferences.

4. Click **Save** on the *File Download* dialogue box.
5. Enter the file name and click **Save**.

Import the exported Blackboard® file:

Once you have exported the Blackboard file....

1. Log in to your Blackboard account.
2. Click on the course you want to add the exported EZ Test file to.
3. Click the **Control Panel** button.
4. Next, click the **Pool Manager** link located in the *Assessments* box in the right column.
5. Click **Import** and then click the **Browse** button to locate the Blackboard ZIP file you exported from EZ Test.
6. Click **Submit** to upload the file to Blackboard. You will see a confirmation screen indicating the file was successfully imported. Then click **OK**.
7. Click the **Control Panel** link to return to the Blackboard control panel.
8. Click the **Test Manager** link located in the *Assessments* box in the right column.

EZ TEST INSTRUCTOR USER GUIDE

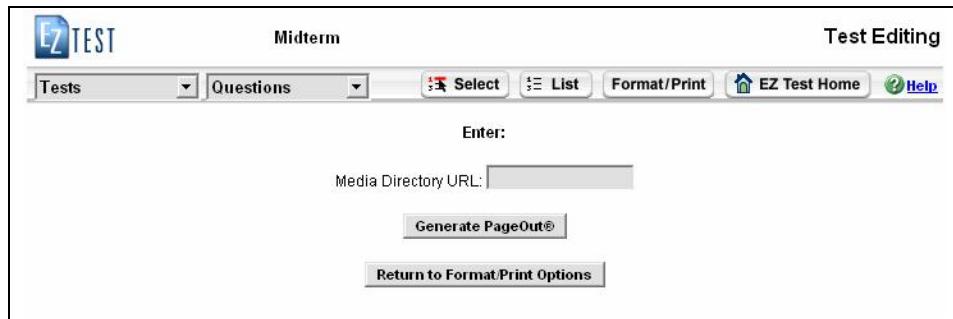
Publishing Options

9. Next, click “**Add Test**” and name the test whatever you want it to be called in Blackboard. You can also add a description and test instructions at this time.
10. Click **Submit**.
11. Next, select “*From a Question Pool or Assessment*” from the **Add** drop down menu and click **GO**.
12. In the Search Pools and Assessments screen select the test with the Blackboard Resource name you gave your EZ Test file when you exported it. It will be located under the **-Pools-** area in the list.
13. In the **Question Types** area, check the box next to **ALL** and click **Search**.
14. In the list of questions that appears. Check the box next to each question you want to add to your Blackboard test and click **Submit**.
15. Your selected questions will appear on the Test Canvas screen. Modify any point values if needed by clicking the **Modify** button next to each question.
16. Finally, click **OK**.

Your EZ Test questions have been successfully imported into your Blackboard test.

PageOut®

1. On the *Publishing Options* screen, click **PageOut**.



2. Enter the **Media Directory URL**.
3. Click **Generate PageOut®**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below in steps 4 & 5. Also, please be aware that **the Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck “open safe files after downloading” in Safari’s preferences.

4. Click **Save** on the *File Download* dialogue box.
5. Enter the file name and click **Save**.

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Publishing Options

Import the exported PageOut file:

Once you have exported the PageOut file and unzipped it....

1. Login to your PageOut account.
2. Click on **Assessment Tools** from the *Utility Menu*.
3. Click the **My Questions** link.
4. Click the **Add New Pool** button.
5. Name the pool, click the **Create New Pool** button.
6. Click the **Upload Questions** button.
7. Under *Basic* format, use the **Browse...** button to locate the text file that you unzipped into its' own folder mentioned above.
8. Click the **Upload** button. You will see your questions once they have been uploaded.
9. Click **Add to Pool** to commit them to your set of available questions. The uploaded questions will appear on the *My Questions-Pool* contents page.

The questions have now been added to your PageOut question pool and can be used for your PageOut course assignments.

Apple iPod® iQuiz

The Apple iPod® iQuiz is a new format to allow your test to be played on a student's Apple iPod® using the new iQuiz software purchased through the [Apple iTunes store](#).

1. On the Export to Print/CMS Formats screen, click the **iQuiz** button. The Apple iPod® iQuiz Options window opens.

Apple iPod® iQuiz Options

12 questions qualify for export.
Only true/false and multiple choice questions without tables,
references, or multimedia items will be in the export.

Custom Title	Biology Quiz
Version	1
Pick	12
Max Wrong	1 must be between 0 and 7
Success Message	You passed!
Failure Message	Please try again!

Generate Apple iPod® iQuiz Archive

Close Window

Click [here](#) for iQuiz information from Apple - *iTunes required*.
iTunes, iQuiz, iPod and Apple are registered trademarks of [Apple, Inc.](#)

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Publishing Options

2. In the **Custom Title** field, enter the title of your custom trivia pack as you want it displayed in the New Game menu of iQuiz. The value can be any single line of text.
3. Enter a version number for the quiz in the **Version** field. The value can be any positive number (no decimals). If not specified, the default is 0.
4. The **Pick** field represents the number of questions that will be asked in a single play. The value is a number from 1 to 1000. If not specified, the default is 10 (or the number of questions in your test, if less).
5. Enter the number of wrong answers that result in a losing game into the **Max Wrong** field. The value is a number from 0 to 7. If not specified, the default is 3. Once the player has reached this many wrong answers, the custom quiz ends. If the value is set to zero, then the game continues until the number of questions set in the **Pick** field have been asked.
6. In the **Success Message** field enter the text that appears on the victory screen. The value can be any single line of text. If not specified, the default is "You won!"
7. In the Failure Message enter the text that appears on the lose screen. The value can be any single line of text. If not specified, the default is "You lost!"
8. Click **Generate Apple iPod® iQuiz Archive**.
9. If presented with a File Download dialogue box, click **Save**.
10. Enter the file name and click **Save**.

Install the iQuiz pack

1. Once saved on your computer's hard drive, unzip the iQuiz file.
2. Find the iPod Games folder inside your iTunes folder. (If you've never purchased an iPod game from the iTunes Store, you will not have an iPod Games folder. Create one if you don't already have one.)

On Mac OS X, the iTunes ifolder is stored in

/Users/username/Music or /Users/username/Documents .

On Microsoft Windows, the iTunes folder is stored in

\Documents and Settings\username\My Documents\My Music\

3. Drag your unzipped iQuiz.zip folder into the iQuiz 1.0 folder. (You'll only have an iQuiz 1.0 folder if you've already purchased iQuiz from the iTunes Store.) The next time you sync your iPod, your trivia pack will appear, ready to play. Send your trivia pack folder to friends and they can sync the same way.

For more information about creating and customizing quizzes using iQuiz, visit the [Apple web site](#).

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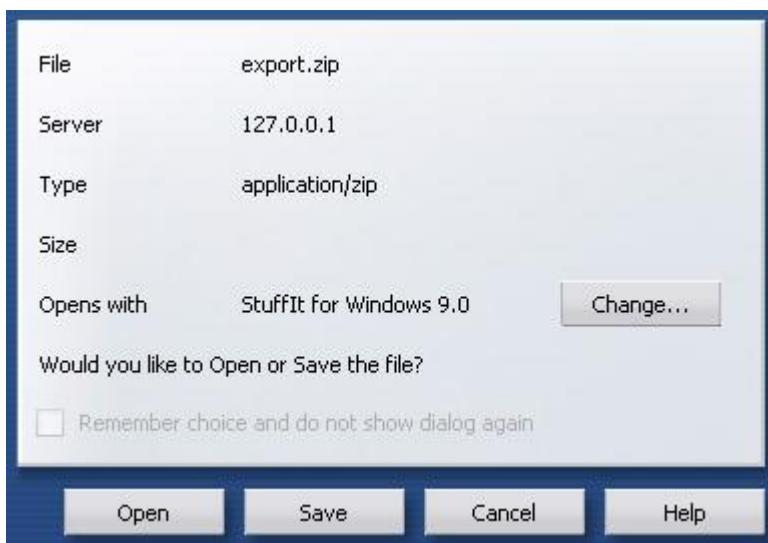
Publishing Options

EZ Test Online®

You can now deliver your EZ Tests to your students online using the **FREE** *EZ Test Online* delivery service. To find out more, contact your McGraw-Hill representative, or go to www.mhhe.com and register or login if you are already registered. Once registered, all documentation and online help is available to assist you in uploading your exams for online use.

1. On the *Publishing Options* screen, click **EZ Test Online**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below. Also, please be aware that the **Safari web browser will automatically extract the exported .zip file**. However, the exported .zip file needs to remain intact to work. To disable this feature, uncheck “open safe files after downloading” in Safari’s preferences.



2. Click **Save**.
3. In the *Save As* dialogue box, enter the file name and click **Save**.